



Position Description

Classification Title:	Student Services Specialist (T26)
Working Title:	Multicultural Resource Center Coordinator
Supervisor's Working Title:	Director of Diversity and College Access
Hours/Shift:	Full Time
Department:	Diversity and College Access
Supervisory Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employee Category:	Academic Staff
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Date Created/Updated:	
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary

This position reports directly to the DCA Director and dotted-line report to the administrators in Wausau and Marshfield campuses. The Multicultural Resource Center Coordinator will work to increase retention and help foster success of students of color at the at the main campus and the two branch campuses of Wausau and Marshfield by advocating on matters pertaining to race and diversity on both the Wausau and Marshfield Campuses.

Primary Responsibilities:	% of Time Spent
<p>A. Retention of Students of Color</p> <ul style="list-style-type: none"> • Will maintain a caseload of Students of Color to advise and meet with on a regular basis for both the UW-Stevens Point and UW-Marathon County campuses. Please note that the UW-Marathon County campus has a smaller number of students • Will work four days a week at the UW-Stevens Point campus. Will work one day a week at the UW-Marathon County campus • Identify priorities, strategic goals, and action plans to enhance student progress to degree completion for Students of Color • Utilize an early warning system to identify students in trouble (academic and social success of Students of Color) • Outreach to first year, transfer, and re-entry students to assist with academic and social success of Students of Color • Oversee the Men of Color Initiative and/or the Women of Color Initiative programs • Maintain communication with counterparts at other UW System schools and with the UW System administration initiatives • Be a visible support person at campus and community functions • Provides academically-related information and advice to students in academic departments, academic programs or service areas such as financial aid, career planning and placement, registration or admissions. Advise students individually or in small group settings • Refer students to other campus resources as needed 	75%
<p>B. Administrative Responsibilities</p> <ul style="list-style-type: none"> • Supervise MCRC student staff and interns • Attends DCA staff meetings • Provides monthly reports to the DCA Director • Regularly attends DCA related student programs • Attends campus wide advising meetings • Participate in New Student Programs and Orientation • Prepare, present, and manage area budget • Oversee production of outreach materials to publicize programs and services, including but not limited to: flyers, posters, brochures and website 	25
<p>C. Miscellaneous Projects</p> <ul style="list-style-type: none"> • Other duties as assigned 	
Qualifications – Knowledge, Skills, and Abilities:	
<p>Required Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Must have a bachelor's degree • At least two years of experience working with students from diverse backgrounds • Evidence of strong interpersonal, written and oral communication skills, including experience presenting to groups 	

- Demonstrated experience with technology, including email, word processing, spreadsheets and presentation software
- Effective organizational skills with strong attention to detail

Preferred Knowledge, Skills, and Abilities

- Master’s degree in education, counseling, social work, student personnel or related field
- At least 3 years or more of experience advising first-generation and low-income students of color
- Demonstrated commitment to equity and social justice coupled with strong interpersonal, communication, and management skills with the ability to work effectively within a diverse setting
- Knowledge and understanding of intersectional identities

Physical Effort/Demands:

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

Equipment Operated:

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

Working Environment:

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date