

OBERLIN

POSITION AVAILABLE

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LATINO/LATINA COMMUNITY COORDINATOR

The Division of Student Life and Services seeks applications for the position of Latino/Latina Community Coordinator in the Multicultural Resource Center. This is a 1.0 FTE, full-time, twelve-month Administrative and Professional Staff position, reporting to the Associate Dean of Students/Director of the Multicultural Resource Center.

Responsibilities: The incumbent will have responsibility for assessing and addressing the specific cultural/social/ political needs and concerns of Latino/Latina students while also working with other students who belong to historically underrepresented communities. The other groups include, but are not limited to, the following: Asian American, Pacific Islander, Africana, Lesbian/Gay/Bisexual/Transgender, Native American, and multi-racial, multi-ethnic communities, as well as first-generation and low-income college students. As a member of the Multicultural Resource Center staff, this Coordinator acts as a link between the Associate Dean/Director and Latino/Latina students, as well as between the Multicultural Resource Center and other College communities. Additional responsibilities include, but are not limited to, the following:

Essential Job Functions:

- Identify the academic, social, cultural, and political needs of Latino/Latina students, as well as those of other student communities.
- Assist Latino/Latina students to foster a strong sense of self, to strengthen individual communities, and to build coalitions with other communities.
- Assist the Associate Dean of Students/Director in identifying the concerns of Latino/Latina students, as well as those of Asian American, Pacific Islander, Africana, Lesbian/Gay/Bisexual/Transgender, Native American and multi-racial, multi-ethnic communities, as well as first-generation and low-income college students.
- Work as part of a collaborative team that includes the Associate Dean of Students/Director, the Africana Community Coordinator, the Asian/Pacific American Community Coordinator, and the Lesbian, Gay, Bisexual, and Transgender Community Coordinator.
- Advise and be accessible to individual students and student organizations including holding regular office hours.
- Collaborate on social justice education and trainings.
- Work on the design and distribution of newsletters, brochures, and other publications.
- Maintain records and provide narrative and/or written progress reports as directed, including program assessments/evaluations and budget reports.
- Collaborate with faculty and academic departments and programs to support students.
- Make appropriate referral of students to other administrative offices.
- Initiate and support creative and flexible academic, cultural, and social programming.
- Help to create connections between the Latino/Latina community at Oberlin College and the Latino/Latina community in Lorain County.
- Perform related research and duties as needed.

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AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER

Required Qualifications: B.A. degree; experience demonstrating strong interpersonal and organizational skills; familiarity with Latino/Latina issues; and a strong ability to work collaboratively.

Desired Qualifications: Familiarity with Latino/Latina student concerns; experience with multicultural issues; experience with low-income and first-generation college students; valid driver's license; experience with desktop publishing; and familiarity with the prerequisites and academic demands of a liberal arts college.

Compensation: Salary is competitive and commensurate with experience and skills for an entry level administrative position. Benefits include health insurance, 5 meals/ week at select residence halls and tuition remission for up to 5 credit hours in one course per semester.

To Apply: Send letter of application, résumé and the names and addresses of at least three references to Latino/Latina Community Coordinator Search, Oberlin College, 135 West Lorain Street, Wilder Hall 105, Oberlin, OH 44074, by March 14, 2008. Applications received after that date may be accepted until the position is filled. The anticipated start date is July 1st.

January 11, 2008

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