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| MSU-logo-2001 | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | **Diversity Services Assistant Director** |
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| **Term of Office:** | August 1 – April 30 |
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| **Supervisor:** | Vice-President (Administration) through the Diversity Services Director |
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| **Remuneration:** | C4 |
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| **Hours of Work:** | 10 – 12 hours per week |

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| **General Scope of Duties** |
| The Diversity Services Assistant Director is responsible for the recruiting and training volunteers and assisting the Director in the programming and awareness events to promote campus diversity. Furthermore, the Diversity Services Assistant Director shall act in the role of the Diversity Services Director in their absence. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 50% | * Provide support to the Diversity Services Director * Assist the Diversity Services Director in recruiting, interviewing, and hiring new executive members (Committee Coordinators) * Train and supervise all Committee Coordinators and assist them in the training of their volunteers * Assist the Diversity Services Director in hiring and supervising the Bridges Coordinator |
| Financial & Budgeting Function | 20% | * Work to foster professional relationships with the Equity and Inclusion Office (EIO) * Advise and assist MSU staff members with matters relating to campus diversity issues |
| Communications Function | 5% | * Participate in monthly Part-Time Manager meetings * Ensure the website is updated regularly |
| Advertising & Promotions Function | 5% | * Assist the Diversity Director in promoting events and campaigns using a variety of mediums, including but not limited to print and digital media * Assist the Diversity Services Director in promoting Diversity Services to members of the McMaster community during various events, including participation at Clubsfest, Welcome Day, and Welcome Week * Assist the Diversity Services Director in utilizing the appropriate MSU departments to promote Diversity Services activities on campus (i.e. The Silhouette, CFMU, MSU Almanac, Underground Media & Design, Compass Information Centre, etc.) |
| Other | 20% | * Perform the duties of the Diversity Services Director in his/her absence * Responsible for other duties as assigned by the Diversity Services Director * Assist in hiring the new Diversity Services Assistant Director * Participate in transition with the outgoing Diversity Services Assistant Director and provide transition for the incoming Diversity Services Assistant Director * Participate in a performance evaluation process set out by the Vice-President (Administration) * Facilitate Anti-Oppressive Practices Training with the Assistant Director and EIO for the MSU. |

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| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of topics associated with Diversity Services (i.e: racism, religious discrimination, indigenous affairs, intersecting oppressions, and invisible privilege) * Management and supervision experience an asset * Strong interpersonal skills required for conflict resolution and mediation * Organizational experience and skills to ensure the effective operations of Diversity Services * Leadership skills with the ability to lead and direct a team * Public speaking skills * Strong Communication skills |

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| **Effort & Responsibility** |
| * Responsible for maintaining an appropriate and positive image of the MSU |

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| **Working Conditions** |
| * Shared office space * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Previous experience with diversity issues an asset * Participation in the annual MSU Management Trainings required (provided) |

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| **Equipment** |
| * Shared use of telephone, computer and administrative support. * Separate email address from the Diversity Services Director |