|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTIONPart Time Manager |

|  |  |
| --- | --- |
| **Position Title:** | **Diversity Services Director** |
|  |  |
| **Term of Office:** | May 1 – April 30 |
|  |  |
| **Supervisor:** | Executive Board (EB) through the Vice-President (Administration) |
|  |  |
| **Remuneration:** | D4 |
|  |  |
| **Hours of Work:** | 12 to 14 hours per week  |

|  |
| --- |
| **General Scope of Duties** |
| The Diversity Services Director is responsible for the creation and delivery of programming and awareness events to promote campus diversity. Furthermore, the Diversity Director shall serve as a resource to other staff members and campus partners with regards to diversity issues on campus. |

|  |
| --- |
| **Major Duties and Responsibilities** |
|  |
| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 10% | * Oversee all Diversity Services work and implement new initiative
* Work with the Diversity Services Assistant Director in hiring and supervising Diversity Services Executive and the Bridges Coordinator
* The Director may need to delegate some tasks to the Assistant Director
 |
| Financial & Budgeting Function  | 15% | * Work with the Vice-President (Finance) to meet the financial needs of the department
* Prepare Purchase Orders (POs) and Standing Orders as required, reviewing the Diversity Services Bill Folder weekly.
* Maintain constant communication with the Vice-President (Finance) on financial matters, including undergoing a budget review process
* Review the general ledger entries and monthly statements to ensure transactions have been properly recorded
* Maintain proper records of POs and transactions
 |
| Campus Partners Function | 45% | * Work to foster professional relationships with the Equity and Inclusion Office (EIO)
* Act as the Student Vice-Chair for the President’s Advisory Committee on Building an Inclusive Community (PACBIC)
* Participate on MISCA, Pangaea Advisory Committee, Clubs Executive Council, and Soul Foods Committees.
* Advise and assist MSU staff members with matters relating to campus diversity issues
 |
| Communications Function  | 5% | * Participate in monthly Part-Time manager meetings
* Prepare for submission to the Executive Board (EB) a detailed year plan (summer) and two reports per term
* Ensure website is updated regularly
* Participate in MSU Wants You meetings
 |
| Advertising & Promotions Function  | 10% | * Promote events and campaigns as required using a variety of mediums, including but not limited to print and digital media
* Promote Diversity Services to members of the McMaster community during various events, including participation at Clubsfest, Welcome Day, and Welcome Week
* Utilize 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  | 15% | * Participate in a performance evaluation process set out by the Vice-President (Administration)
* Participate in transition with the outgoing Diversity Services Director and provide transition for the incoming Diversity Services Director
* Assist in hiring the Diversity Services Assistant Director
* Responsible for other duties as assigned by the Vice-President (Administration)
* Facilitate Anti-Oppressive Practices with the Assistant Director and EIO for the MSU.
 |

|  |
| --- |
| **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
 |

|  |
| --- |
| **Effort & Responsibility** |
| * Good judgment required to make financial decisions for the department
* Responsible for maintaining an appropriate and positive image of the MSU
 |

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

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

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