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

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

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| **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. |

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| **Major Duties and Responsibilities** | | |
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| **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. |

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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** |
| * Good judgment required to make financial decisions for the department * 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, telephone resources and administrative support. * Separate email address from Diversity Services Assistant Director |