

# UNIVERSITY of HOUSTON

## Director, Center for Diversity and Inclusion

The University of Houston is a culturally diverse public urban institution seeking to become one of the nation's top research universities. The University is located on 567 beautifully landscaped acres near downtown Houston. The University has over 39,000 students pursuing undergraduate, graduate, and professional degrees. The student population has more than 60% minority students (African American, Asian, Hispanic, and Native American) and 9.4% are international students representing more than 100 countries.

The University of Houston values diversity and inclusion and believes they are essential to achieving excellence. The Center for Diversity and Inclusion, within the Division of Student Affairs and Enrollment Services is committed to leading a campus culture that is welcoming, accepting, and respectful and one that promotes unity and opportunity for all. Reporting to the Assistant Vice President for Student Affairs, the Director for the Center for Diversity and Inclusion is a member of the Division of Student Affairs and Enrollment Services senior leadership team. The Director provides leadership, strategic vision, organization and administrative oversight of campus-wide programs and services, partnering with departments and student organizations in the areas of diversity and inclusion educational programs, campus community events celebrating cultural diversity, social justice advocacy, student success support, and access to the rich cultural and artistic environment in Houston.

This staff member develops a range of unique programs, services, and communications for students which fosters a respectful campus climate by promoting equity, diversity, inclusion, and multicultural competency education. The Director establishes collaborative relationships and partnerships with faculty, staff and students in educating the great campus community regarding the needs, strengths, and challenges of diverse student populations, and supports issues of diversity awareness and works collaboratively with the campus community to weave diversity education and training into the fabric of existing and new programs.

The Director develops unique programs and communication strategies to promote diversity and assess the outcomes of those initiatives with a particular focus on their impact as related to student success and plans, develops, and administers methods, strategies and procedures to meet strategic objectives related to diversity. The Director analyzes trends within program areas, maintaining expert awareness of program information and change needs, assists with Cultural Competency Training curriculum development, training and assessment, and serves as a support resource for underrepresented students.

The Director develops and implements a system of qualitative and quantitative indicators used to assess and evaluate program effectiveness; prepares and monitors the annual budget; prepares proposals to obtain grants from governmental and private agencies; and directs daily operations and long-range strategic planning.

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**Requirements:** Requires a Master's degree and a minimum of three (3) years of directly job-related experience. The ideal candidate will possess a Master's degree in higher education, student affairs, or student development, and five (5) years of job-related experience. Successful candidates will have demonstrated experience working with diverse students and providing support and services to undergraduate and/or graduate students who are from underrepresented and first generation students. Effective oral and written communication skills and ability to establish and maintain positive relationships with administrators, faculty, staff, and students are both necessary. Demonstrated knowledge of and commitment to social justice advocacy, experience in developing, delivering, and evaluating educational and training programs related to diversity, and successful grant writing

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**Application:** Complete a UH application on-line at <https://jobs.uh.edu> and select posting number **S002234**. Include a cover letter, resume and references when submitting the on-line application. Application review for this position will begin on **May 2, 2014** and will continue until the position is filled. For more information about the position, or if you have any questions, please contact Keith T. Kowalka, Assistant Vice President for Student Affairs via email at [kkowalka@uh.edu](mailto:kkowalka@uh.edu) or via telephone at 832-842-6151.

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The University of Houston is an employer of choice, offering a full range of benefits to our full-time staff members. Tuition scholarships, a retirement plan, dental and full medical coverage, are only a few of the benefits offered to employees at the University of Houston. From our award winning faculty to our active student body, UH offers the most diverse research university in the country.

*The University of Houston is an equal opportunity, affirmative action employer.  
Women, minorities, veterans and persons with disabilities are encouraged to apply.*

