



# Colorado State University

## Manager of Student Life and Diversity

### Posting Details

#### Posting Detail Information

<b>Working Title</b>	Manager of Student Life and Diversity
<b>Position Location</b>	Fort Collins, CO
<b>Research Professional Position</b>	No
<b>Posting Number</b>	201900495AP
<b>Position Type</b>	Admin Professional/ Research Professional
<b>Number of Vacancies</b>	
<b>Work Hours/Week</b>	40
<b>Proposed Annual Salary Range</b>	\$50,000 plus comprehensive benefits package
<b>Desired Start Date</b>	
<b>Position End Date (if temporary)</b>	
<b>To ensure full consideration, applications must be received by 11:59pm (MT) on</b>	06/23/2019

#### Description of Work Unit

The College of Agricultural Sciences (CAS) is an integral part of the Colorado State University land-grant system. The CAS Dean's Office is responsible for oversight in fulfilling the land-grant mission in agricultural sciences through teaching, research, community and economic outreach and engagement, in service to and in cooperation with Extension (CSUE) and the Agricultural Experiment Station (AES). The CAS Dean's office serves the college through executive level leadership determined by strategic plan, an oversight of the college's initiatives in research, academic programs including programmatic curriculum oversight, student affairs including diversity and retention, student success and next destination placement, and student recruiting. The CAS Dean's office provides central coordination of the college's internal and external communication efforts, branding, marketing, and publication of materials for promotion. The CAS Dean's office includes development and large gift cultivation and donor and alumni engagement, as well as information technology and networking services for the entire college. CAS is committed to providing students with high-quality undergraduate and graduate learning experiences in an inclusive and welcoming environment.

Fort Collins is known as "The Choice City" because of its proximity to the beautiful Rocky Mountains, excellent schools, 300+ days of sunshine yearly, thriving arts scene, eclectic shops and restaurants, and miles of walking and biking paths.

#### Position Summary

The Manager of Student Life and Diversity in the College of Agricultural Sciences (CAS) advances CAS priorities leading to successful student outcomes by directing student

success initiatives, advising co-curricular activities and championing inclusive learning communities. The successful individual will seek to advocate, promote and actively represent agricultural science learning communities that occur on the recruitment and retention of diverse, underrepresented populations. This might include partnering with Alliance partners, C4E industry partners, among other programs. In this role, the Manager also completes independent research activities that measure and evaluate student success relative to CAS goals and objectives, provides assistance in student onboarding and the recruitment of diverse student populations and supports related activities that build an inclusive campus environment. The Manager is responsible for implementing student aspects of the CAS Student Success and Diversity Plan and is an important member of the CAS Student Success team while working autonomously and in collaboration with this unique team.

#### Required Job Qualifications

- Master's degree in Education, Educational Leadership, Student Affairs, and/or Higher Education or similar field
- Experience in leading and/or mentoring diverse and/or multicultural groups of people
- Valid driver's license or ability to secure or access to driver by start date

#### Preferred Job Qualifications

- Demonstrated full time professional experience working with a diverse population of stakeholders to support underrepresented students and student success initiatives
- Experience in designing and implementing diversity and/or inclusion initiatives
- Demonstrated experience analyzing, compiling and using data to make programmatic recommendations and reports
- Experience designing and implementing recruitment and/or retention practices and policies
- Personal and professional commitment to inclusive excellence as demonstrated by involvement in advising, teaching, research, creative activity, service to the profession and/or multicultural activities
- Demonstrated ability in using interpersonal, written and presentation communication skills with varying audiences
- Demonstrated ability to work independently and as a team member to creatively solve problems, to create programs and to resolve differences

#### Diversity Statement

Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.

#### Essential Duties

#### Job Duty Category

Program Development

#### Duty/Responsibility

- Develop, design, implement and evaluate programmatic tools, experiences and partnerships that reflect the CAS Student Success and Diversity Strategic Plan and contribute to CSU's goals for Inclusive Excellence.
- Within the College, this position will engage in a collaborative partnership between the CAS Leadership and the CAS Student Affairs Committee; as well as attend CAS Diversity Catalyst Team meetings to help coordinate mutual efforts to achieve these objectives.
- Solicit and analyze data from internal resources and peer institutions to foster programmatic development.
- Track student, staff, and faculty participation in relevant trainings to enhance internal efforts and make recommendations on future activities and program development.

#### Percentage Of Time

40

#### Job Duty Category

Evaluation/Analysis

#### Duty/Responsibility

- Design, analyze and interpret metrics of student success that might include among others; graduation rates, persistence rates, grade point average, job placement and opportunity gaps among student groups.
- Connect with relevant campus partners to gather and interpret student success data.

<b>Percentage Of Time</b>	30
<b>Job Duty Category</b>	Collaboration
<b>Duty/Responsibility</b>	<ul style="list-style-type: none"> <li>• Lead and collaborate with University partners, such as the Vice President for Student Affairs Office, Vice President for Diversity Office, and resources to mentor, engage, and guide students with specific concentration on first generation and underrepresented populations. Guiding and mentorship can range for curricular choices, to co-curricular experiences, career based internships and job shadowing, leadership opportunities, et cetera.</li> <li>• Lead and collaborate with CAS Academic Success Coordinators.</li> <li>• Advise college level co-curricular student organizations including but not limited to Ag Ambassadors within the College of Agricultural Sciences. Advice may be presented on how to help the organizations achieve their proposed mission, objectives and goals, recruitment of underrepresented populations, connecting and networking with other organizations within the College of Agricultural Sciences and the University, and engagement with industry professionals.</li> <li>• Serve on CAS and campus committees to represent student voices.</li> <li>• Engage with CAS and campus partners to have a CAS presence in recruiting and retention efforts.</li> <li>• Actively collaborate with college and campus communications teams to communicate progress in student success initiatives with internal and external stakeholders.</li> <li>• Actively embrace and role model Colorado State University's Principles of Community.</li> </ul>

**Percentage Of Time** 30

**Application Details**

**Special Instructions to Applicants** Interested applicants must submit a cover letter which addresses how professional experiences align with identified required and preferred qualifications of the position, a current resume, unofficial academic transcripts, and contact information of three (3) professional references. References will not be contacted without prior notification of candidates.  
If you have questions, please contact search chair Adriane.Elliott@colostate.edu.

**Conditions of Employment** Pre-employment Criminal Background Check (required for new hires), Valid Driver's License

**Search Contact** Addy Elliott adriane.elliott@colostate.edu 970-491-6984

**EEO Statement** Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.

The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

**Background Check Policy Statement**

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

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**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

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**Applicant Documents**

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Required Documents

- 1. Cover Letter
- 2. Resume or CV
- 3. Unofficial Transcripts

Optional Documents

None

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**References Requested**

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References Requested

<b>Minimum Requested</b>	3
<b>Maximum Requested</b>	3