

Director, American Indian Student Services

The director of American Indian Student Services (AISS) is responsible for developing and implementing policies in accordance with the Division of Student Affairs and University missions, with attention to University initiatives, such as diversity and retention. This includes setting goals, supervising staff, and facilitating extensive collaboration with other areas of the University. The Director reports to the Vice President for Student Affairs (VPSA).

DUTIES AND RESPONSIBILITIES:

- **Staff Oversight** – Recruits, directs, trains, supervises and evaluates a staff coordinator; seeks, maintains program budget, manages funds and space; solicits administrative support that will help the unit achieve its goals; sets guidelines for student workers.
- **Service Delivery** – Leads staff in: (1) assessing the needs of American Indian (AI) students; (2) planning, developing and delivering programs and services for AI students to enhance their potential for success and (3) coordinating efforts with other university offices and personnel to facilitate student referrals and program collaboration. Develops proactive educational programming to assist AI students with the transitional issues between their culture and that of the University. Provides general and personal guidance to AI students, helping them to resolve problems and to identify resources for academic improvement and personal development; and serves as a consultant to American Indian student organizations.
- **Program Promotion & Development** – Establishes collaborative relationships with academic units at UM and programs on campus that serve AI students. Also, serves as a resource person/facilitator for university personnel, committees, and organizations seeking to more effectively understand and foster the success of AI students at UM.
- **Program Evaluation** – Evaluates program effectiveness through gathering internal and external data; periodically administers needs assessments for the development and implementation of program objectives; maintains financial records; and provides progress reports to the VPSA.

QUALIFICATIONS:

This position requires a bachelor's degree (master's preferred) in a related field and a minimum of three years experience working in a university setting with a diverse student population. This experience should include planning and/or delivering programs designed to promote interaction across racial, ethnic, and/or cultural divisions. This individual must be familiar with the special issues and problems which students of color encounter. The successful candidate will demonstrate exceptional oral and written communication skills and have a demonstrated commitment to working with students and creating a positive campus climate.