



# CAREER OPPORTUNITY

Make San José State University Your University of Choice

## Position Information

Posting Date: November 9, 2007  
Working Title: Assistant Director  
Reporting Unit: MOSAIC Cross Cultural Center  
Requisition Number: 13211  
Salary Range: \$3,834/month - \$5,462/month  
Hiring Range: \$3,834/month - \$4,160/month  
Excellent Benefits Package: [Academic Professionals of California\(APC\) Benefits Summary](#)  
First Screening Date: November 26, 2007  
Applications received after the first screening date will be considered at the discretion of the University.  
Position Classification: Student Services Professional III  
Bargaining Unit: Academic Professionals of California

## About the Position

MOSAIC Cross Cultural Center provides a safe, educational environment fostering personal growth and development for all SJSU students, faculty, and staff. We offer guidance, academic support, and leadership opportunities that focus on creating mature, aware, and socially responsible individuals who advocate and dialogue for equity and social justice.

This position receives work lead direction from the Director for MOSAIC Cross Cultural Center, but works independently to develop, coordinate and implement diversity and leadership trainings/programs for the SJSU campus; advise students and student groups in diversity-related issues; and serve on a variety of campus-wide committees as a managerial representative of MOSAIC. The functions and responsibilities of the Assistant Director are focused on providing educational resources and outreach to prospective and current historically under-represented students as well as the general student population.

Responsibilities will include, but are not limited to:

- Designs and implements programs and events related to diversity and social justice
- Coordinates, oversees and assumes responsibility for the Diversity Advocate Intern program
- Prepares training presentations for student employees, classes, and other department and off campus organizations
- Provides advisement on an individual and group basis for students and students groups in program development, campus diversity, and leadership development issues

## Qualifications

We require a bachelor's degree in a related field and three years of progressively responsible professional student services experience required. Student group advising and/or supporting diversity programs in a university environment highly desired. A Master's degree in a job-related field may be substituted for one year of professional experience. We also prefer supervisory experience.

Our ideal candidate is highly energetic, creative, and innovative. We are looking for excellent customer service, strong written and oral communication skills. Candidates must be knowledgeable about cultural competency multicultural issues and trends and is an experienced trainer and presenter. A work history that demonstrates commitment to inclusive excellence and student success is desired.

## Required Application Material

- Résumé
- Letter of interest
- [SJSU Employment Application](#)

## Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

## Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](#) ([www.sjsu.edu/safetyreport](http://www.sjsu.edu/safetyreport))

Contact Information

[Human Resources](#) ([www.sjsu.edu/hr](http://www.sjsu.edu/hr))

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## University Shared Values

### Learning

Valuing education and promoting life-long learning.

### Student and Employee Success

Placing our highest priority on academic success and personal growth.

### Excellence

Setting the highest standards in all we do.

### Integrity

Being honest, fair and accountable for our actions.

### Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

### Community

Valuing collaborative relationships.