BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Manager of Multicultural Affairs

DEPARTMENT: Office of Multicultural Affairs

FUNCTION: Manages the daily operations of the Office of Multicultural Affairs by directing services such as
• Educational and Cultural programming
• Culturally Responsive Teaching (CRT)
• Diversity Training
• Safe Zone Training

for staff, students, public officials, community, vendors and all departments within the College.

REPORTS TO: Executive Assistant to the President

SUPERVISES: Secretary responsible for the administrative support of the Manager of Multicultural Affairs.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Participates in the development of the overall college multicultural affairs strategies; works closely with internal and external clients to develop event goals, objectives and implementation plans that align with the College’s mission and vision.
2. Will work closely with the Academic and Student Affairs departments to identify students whom will benefit from group and individual multicultural programming.
3. Will develop appropriate tools to assess student success.
4. Engages in the effective promotion of all multicultural events; works with Public Relations to increase the participation in such events. Will create a marketing communications plan to arrange media coverage, promote approved marketing messages, and design and create marketing materials and event programs and which enhances the external website content and producing and disseminating program materials.
5. Maintains multicultural events calendar and establishes a system that enables and anticipates long term planning and effective event management.
6. Prepares, distributes and collects faculty and student assessments and surveys, general and ad hoc reports, oftentimes handling confidential and sensitive information; maintains spreadsheets, compiles statistical data and prepares charts and reports as needed.
7. Manages and elicits support from various other internal departments and community partners regarding new initiatives such as:
   - Minority Male Program
   - National Hispanic Heritage Month
   - National Disability Awareness Month
   - Black History Month
   - National Women’s History Month
   - Gay and Lesbian History Month
   - Native American Heritage Month
   - World Aids Day

8. Conducts research to identify new event opportunities for the College.

9. Plans all aspects of meetings and events including banquets, retreats, induction ceremony and reception; secures guest speakers as needed.

10. Manages the operating budgets and expenditures and transfers funds appropriately.

11. Collaborates with key stakeholders on all events, which include the following groups:
   - NAACP Campus Youth Organization
   - Campus Clubs
   - Office of Student Life
   - Office of Student Government
   - Achieving the Dream (ATD)
   - The Center for Professional Development
   - 100 Black Women Inc., Bergen/Passaic Chapter and other women’s’ groups
   - 100 Black Men of New York and New Jersey
   - Faith based organizations: Ex. “Man-Up” Program at Mt. Calvary Baptist Church, Englewood, NJ

12. Performs additional tasks or duties as assigned by the Executive Assistant to the President.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices an open door policy. Has basic to intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication with internal and external stakeholders
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning
**Education:** Bachelor’s Degree required; Master’s Degree preferred.

**Experience:** Minimum of 5 years of leadership experience; higher educational experience preferred.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**