



## POSITION ANNOUNCEMENT

**Position:** Diversity Retention Coordinator and Cultural Resource Center Office Manager

**Department:** Student Life

**Reports to:** Director of the Cultural Resource Center

As an integral member of the Department of Student Life and the Cultural Resource Center, the Diversity Retention Coordinator and Cultural Resource Center Office Manager supports the mission, core values, and learning outcomes of Anderson University and the Department of Student Life by developing dynamic strategies aimed toward the retention of students from diverse backgrounds and cultures with a strong emphasis toward students of color and the international student population. The position provides direct leadership to the Cultural Resource Center Scholars, cultural clubs, and student staff.

### Responsibilities:

- **Retention:** Support the university's retention efforts by establishing and maintaining intentional, authentic, and meaningful connections with students of diverse backgrounds.
- **Administration:** Promote a welcoming and hospitable environment as the front-line contact for the Cultural Resource Center by establishing and maintaining a professional and collegial presence with students, staff, faculty, and external contacts while providing operational support for the daily management of office functions and systems.
- **Event Planning and Execution:** Develop, lead, and support dynamic student focused co-curricular learning opportunities and extra-curricular events that enhance the experiences of students from diverse backgrounds.
- Lead and serve on various committees/teams.

### Qualifications:

#### Required

- Bachelor's Degree Preferred
- Bilingual Preferred
- Ability to articulate a passion for contributing to the ongoing process of building an interculturally responsive campus culture
- Ability to work collaboratively across a diverse campus
- Valid driver's license and good driving record
- Ability to work evenings and weekends
- Willingness to honor institutional policies and guidelines. Must meet University lifestyle expectations.

#### Highly Desired

- Minimum of 1-3 years' experience in higher education
- Previous cross-cultural, intercultural training, or internationalization experience
- Proficiency with social media platforms and marketing strategies
- Proficiency with Google Suite

**Benefits:** This is a full-time, 11-month position paid over 12 months. Eligible for university benefits.

**Position Available:** Immediately. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

***AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply.*** Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.