Title: Assistant Dean/Advisor to Black Students

Department: OPAL, Office of Pluralism and Leadership

Reports to: Senior Assistant Dean for Pluralism and Leadership

Position #: 0704400

Category: Exempt

Level: PDL A

Date: April 2012

---

**Position Purpose**

To provide direction, leadership and guidance in the social, personal, and educational experience of Black/African-American students at Dartmouth College by raising awareness of the benefits and challenges of living in a pluralistic community and participating in student leadership development. This is accomplished through the primary responsibilities: 1) Advising and Mentoring, 2) Program Development and Management, 3) Advocacy, 4) Consultation and Intentional Collaboration, 5) Leadership Development and 6) Administration.

---

**Key Accountabilities**

**Advising and Mentoring**

- Advises, mentors and counsels students on a wide variety of academic, personal, social, cultural, career, and community concerns.
- Monitors individual student academic performance and welfare and consults with faculty and other administrative departments to ensure student success.
- Develops relationships with students to build community, support student organizations and leaders, and develop programs that foster identity and community development, exposes role models, builds cultural resiliency and empowers students.
- Provides leadership and direct crises response involving students.

**Program Management**

- Builds co-curricular connections that create opportunities for increased and enriched interaction among students and faculty. Develops and maintains collaborative relationships with the African and African-American Studies Program, Athletics, Greek Life, Campus Life, and other key constituencies.
- In collaboration with the African and African American Studies Program and Residential Education, serves as program advisor for the Cutter/Shabazz Center for Intellectual Inquiry residential affinity house. Works in partnership with faculty, administration, and students to develop programs (lectures, discussions, film series, etc.), which educate and support all Dartmouth students about the importance of diversity within a liberal arts education and global framework.
- Serves as a member of the College "Dean-on-Call" emergency response team.
- Develops and administers regular assessments of programs and services while also staying abreast of current trends and needs of students.

**Advocacy**

- Supports the core functions of the Office of Pluralism and Leadership and their development to provide anchors of support to historically under-represented students, campus multicultural education, leadership development, campus service, community service and professional development.
- Conducts outreach, develops initiatives and educational programming that address individual, institutional and cultural manifestations of oppression.
• Oversees the production of the Black Student Advising website and other publications.
• Represents the Office of Pluralism and Leadership, the Student Academic Support Services division and the Dean of the College area on divisional and institutional committees regarding a broad range of issues.

**Consultation and Intentional Collaboration**
• Develops collaborative relationships with other departments and student organizations in order to cultivate a positive and affirming learning environment.
• Consults with academic and administrative departments in order to increase a better understanding of the unique issues, trends and needs of Black/African-American students and a diverse community.
• Promotes communication between students, alumni/ae, communities, organizations, faculty, parents and administration. Collaborates with others in order to support students’ intersecting identities.
• Serves on College committees developed to increase support and awareness of diversity issues.
• Participates in cross-divisional initiatives designed to further Dartmouth’s commitment to institutionalizing cultural competence, inclusive excellence and student success.
• Serves as an active and engaged member of the Case Management Working Group to plan for, respond to and address community and student needs in a timely and consistent manner.

**Leadership Development**
• Provides direction, support and guidance to Black student leaders and organizations focused on the needs and concerns of Black/African-American students, not limited to the Afro-American Society, the NAACP, Students for Africa, the Men of Color Alliance and the Minority Association for Pre-Health Students.
• Hires, supervises, trains and evaluates student programming interns.

**Administration**
• Prepares and manages program budgets and any special funds or grants, office correspondence, annual reports, and office records.
• Works with the Development Office and other College administrators to identify and obtain supplemental funding for the Office of Pluralism and Leadership through following the Communication and Outreach Plan guidelines set for the Dean of the College area for endowed and sponsored funding.

*Performs other duties assigned.*

---

### Position Requirements

<table>
<thead>
<tr>
<th>Skills &amp; Knowledge</th>
<th>Experience</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Excellent human relations, group leadership and communication skills.</td>
<td>• Five years of relevant work experience in counseling, advising and mentoring.</td>
<td>• Master's degree or the equivalent combination of education and experience.</td>
</tr>
<tr>
<td>• Demonstrated knowledge of Black history, cultures and communities.</td>
<td>• Effectiveness in identifying student needs and cultivating support and advocating for Black students.</td>
<td>• Background in multicultural and social justice education and leadership development.</td>
</tr>
<tr>
<td>• Knowledge of best practices in leadership development.</td>
<td>• Background in developing and managing integrated support services for underrepresented student communities.</td>
<td>• Success in collaborating with colleagues in developing comprehensive and integrated efforts in supporting Black students.</td>
</tr>
<tr>
<td>• Strong administrative, counseling and program development skills.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>