



Title	Key Functions	Number of People in the Position
Director	<ul style="list-style-type: none">• Manages and supervise all personnel (5 full time employees) within the Office of Multicultural Development• Directs the coordination of Multicultural Convocation and ADVANCE New Student Orientation• Teaches two sections of "The Akron Experience: University 101 course" designed to assist first-year students in understanding and applying learning and knowledge-based strategies important to active, independent learning and collegiate success• Maintains an advising caseload of (about 75 students)• Manages and maintains budget for department• Other duties and committees as assigned	1 – Full time
Associate Director Academic Support Services	<ul style="list-style-type: none">• Provides leadership, direction, and oversight for the operation of OMD Peer Mentoring Services, a peer mentoring program charged with improving persistence/retention rates of up to 350 diverse, first-year students annually• Maintains an advising caseload (about 60	1 – Full time



	<p>students)</p> <ul style="list-style-type: none">• Teaches two sections of "The Akron Experience: University 101 course" designed to assist first-year students in understanding and applying learning and knowledge-based strategies important to active, independent learning and collegiate success• Other duties and committees as assigned	
Associate Director Multicultural Programs	<ul style="list-style-type: none">• Maintains an advising Caseload (about 30 students)• Assists with coordination of Shirla R. McClain Gallery• Teaches The Akron Experience• Oversees cultural programs for unit (MLK Day, Hispanic Heritage Month, etc.)• Other duties and committees as assigned	1 – Full Time
Associate Director African American Male Initiatives	<ul style="list-style-type: none">• Oversees the Black Male Summit Academy which consists of high school students grades 9-12• Coordinates PASSAGE Learning Community – two cohorts of 25 students• Maintains an advising Caseload (about 50 students)• Teaches The Akron Experience	



	<ul style="list-style-type: none">• Other duties and committees as assigned	
Assistant Director	<ul style="list-style-type: none">• Coordinates the PASSAGE Learning Community – two cohorts of 25 students• Coordinates SisterFreinds program designed to engage Women of Color• Maintains an Advising Caseload (85 students)• Other duties and committees as assigned	1 – Full Time
Administrative Assistant	<ul style="list-style-type: none">• Maintains website and social media needs• Provides general office assistance – maintain/update calendars schedule appointments, etc.	1 – Full Time
Student Assistant	<ul style="list-style-type: none">• Greets visitors• Runs errands• Serves as ambassadors for the office	4 – 5 Students