

Director Outreach and Diversity, The University of California, Los Angeles CA

The UCLA Graduate Division (www.gdnet.ucla.edu) is responsible for the overall quality and progress of graduate education at UCLA. As the administrative core for graduate programs, the Division oversees all processes concerning graduate student fellowships/scholarships, admissions and outreach; oversees student and academic affairs for continuing graduate students; conducts institutional research; and provides services for postdoctoral and visiting scholars. The division manages a budget of \$37 million for student support needs and \$3 million in operating funds and is comprised of approximately 40 full-time employees.

The UCLA Graduate Division is conducting a search for a Director of Outreach and Diversity. The Director will take direction, provide assistance, consult, and work closely and collaboratively with the Associate Dean who is responsible for diversity initiatives in the Graduate Division and the Assistant Vice Chancellor for Graduate Studies.

As a member of the Graduate Division management team, collect and share information and data for planning and analysis in support of the overall outreach, recruitment, retention, and professional development strategies of the Graduate Division. Must work both independently and collaboratively, using initiative, originality, independent judgment, and networking skills to explore and implement ways to increase the numbers of underrepresented students in graduate programs and to develop a comprehensive retention program that will help students from varied backgrounds adjust to graduate student life. Supervise 1.5 Student Affairs Officers; have experience in graduate education and student affairs; is knowledgeable about higher education issues, especially diversity matters, policies and practices; is familiar with the complex demands faced by undergraduate and graduate students in general, and by minority students specifically, and possesses the skills needed to meet these demands; is skilled in working with a wide range of individuals from different backgrounds and with different types of institutions. Experience in the science, technology, engineering, mathematics (STEM) and/or the social, behavioral, economic sciences (SBE) fields are preferred.

Requirements:

Master's degree required, earned doctoral degree preferred. A graduate degree in a STEM or SBE field preferred.

Must possess leadership experience and demonstrate accuracy and attention to detail; have high productivity and effective time management skills; possess excellent skills in oral and written communication; demonstrate organizational and administrative skills; and student mentoring ability.

Excellent oral and written communication skills to present ideas and proposals to faculty, students, and administrators, to make presentations before groups, and to prepare memos, power point presentations and analytical reports.

Excellent counseling skills, especially the ability to interact in sensitive situations with individuals from a wide range of academic, socioeconomic, and cultural backgrounds, and to listen, negotiate, and persuade.

Ability to travel on recruitment visits.

Ability to define staffing needs; hire, train, and supervise staff.

Ability to take appropriate corrective actions.

Excellent word processing skills and knowledge of computer spreadsheets in order to generate statistical reports.

Excellent organizational and administrative skills to manage multiple tasks, projects, and responsibilities involving different constituencies.

To Apply:

For a more complete job description and to apply for this position please visit our Campus Human Resources website at www.chr.ucla.edu and look for requisition #16044 in the job listings. For further information, please visit www.chr.ucla.edu, contact our Budget & Personnel Office at (310) 825-2755, or email tmonsanto@gdnet.ucla.edu