



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Assistant Director, Office of Social Justice & Activism

**Job Class:** Administrative

**Department:** Student Affairs

**Reports to:** Director, Office of Social Justice & Activism

**FLSA status:** Part-time/Non-Exempt/20 hours per week

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For an Otterbein Employment Application or more information:** Please visit

<http://www.otterbein.edu/public/About/Careers.aspx>.

**SUMMARY:** Responsible for planning and implementing programs that support the mission and goals of the Office of Social Justice & Activism (OSJA), serves as primary liaison for international student support, diversity-based student organizations and commuter students, and assists with the management of summer conferences.

**BENEFITS** at Otterbein include: tuition benefits for employees and their dependents, vacation and sick time accrual, paid holidays, and competitive employer contributions to a 403(b) retirement plan. This position also offers professional development opportunities and a flexible schedule after training is completed.

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

General Responsibility

- Serve as primary resource in any endeavor concerning international student groups and programs such as International Student Orientation, International Night and the International Student Association
- Plans and Implements educational and social program that promote diversity and inclusion, including heritage month celebrations and first-year experience (FYE) programs
- Maintains and updates OSJA website, My O-Zone page, publications, newsletters and social media
- Develops and fosters internal and external collaborations that support the mission of the OSJA and help to promote the recruitment and retention of diverse populations
- Assists with the acculturation and support of international students
- Provides support and assistance to Director, as needed, to carry out the goals and mission of the OSJA
- Assist in the overall administration of the OSJA, including strategic planning, assessment, fiscal management and outreach

#### Coordination and Advising

- Serves as a coordinator for International Student Orientations program
- Co-advises the International Student Association
- Supervises activities and programs, which may require evening and weekend commitments

#### Commuter Students

- Serves with the director as an advocate for commuter students, planning and implementing targeted programming.

#### General Student Affairs Responsibilities:

- Works with the Student Affairs staff and faculty to facilitate campus-wide programs and activities;
- Maintains open lines of communication with faculty, students, community partners, and the administration
- Develops a campus community where all individuals may be best served, taking into consideration the needs, interests and abilities of individual students and student groups
- Participates in student affairs staff meetings and professional development opportunities;
- Provides support and makes appropriate referrals to students experiencing social, academic, personal or emotional challenges
- Encourages student participation in the Five Cardinal experiences and other curricular and co-curricular opportunities
- Participates in evening and weekend activities, as needed

**SUPERVISORY RESPONSIBILITIES:** Supervises student office assistants and peer mentors as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree required, Master preferred, experience working with marginalized populations, educational and social programming, supervision and advising.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid driver's license and willingness to become a university certified driver.

**LANGUAGE SKILLS:** Must demonstrate excellent verbal and written English skills including grammar, and sensitivity to English Language Learners.

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Knowledge of general office procedures. Strong interpersonal and supervisory skills. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.

**REASONING ABILITY:** Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate, set, reach and use repetitive motions of hand and wrist. The position requires prolonged periods of time on the phone or working on a computer. Must be able to meet regular and predictable attendance standards.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed primarily in an environmentally controlled office setting

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs  
Title IX Coordinator  
614.823.1130