The University of Iowa’s Chief Diversity Office is seeking a qualified candidate for their Center for Diversity & Enrichment (CDE). The position of Educational Support Services Specialist (working title Multicultural Specialist) will focus on ensuring the university’s diversity goals are met by providing counseling, advising, and programming to the diverse population of students served by the Center for Diversity & Enrichment (CDE), with a focus on the LGBTQ-identified student population. This position will assist with outreach and retention programs supported or sponsored by CDE, as well as work with CDE staff and other university staff and faculty to develop, promote, present, and assess new activities and programs or propose modifications to increase student retention, graduation, and success. This position reports to the Director, Center for Diversity & Enrichment.

The University enrolls more than 30,000 students, has 1,700 tenured and tenure track faculty, and more than 22,000 full time equivalent employees. The University has a long history of LGBTQ inclusiveness:

- The University was the first state university to officially recognize a gay student organization (1970)
- The University has offered benefits to same-sex and opposite sex domestic partners since the 1990’s and added same-sex spousal benefits since gay marriage became legal in the state in 2009;
- The Lesbian, Gay, Bisexual, Transgender Staff & Faculty Association (founded in 1990) has been offering opportunities for university employees to build community and supporting the interests of the LGBTQ campus community since 1990;
- The University has offered the Safe Zone Project since the early 1990’s;
- The University was the first major public university to add an optional questions on sexual orientation, and a transgender choice under gender, as part of its undergraduate application.
- Beginning with the Fall 2016 semester, UI began offering students the ability to specify a preferred first name as well as their pronouns. [https://www.youtube.com/watch?v=M8y5KQi7B1M](https://www.youtube.com/watch?v=M8y5KQi7B1M)

This Big Ten Conference university is located in Iowa City, a vibrant college community that provides affordable housing, quality K-12 education, and an active cultural community, all located within the scenic rolling hills of Iowa. Frequently named to several "Best Small Cities" lists, this community is a warm and welcoming place for visitors and newcomers alike.

**Required Qualifications:**

- A bachelor’s degree or an equivalent combination of education and experience.
- Experience (typically one to three years) in at least two of the following:
  - working directly with LGBTQ-identified students in an educational setting;
  - developing and delivering programs for LGBTQ-identified students in a higher education setting;
  - providing student services to LGBTQ-identified prospective or current college students;
  - knowledge of topics and/or concerns in the higher education setting for LGBTQ-identified students.
- Clearly demonstrates a working proficiency in each of the following:
  - working effectively with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals (i.e. individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, and veteran status);
communication techniques (verbal and written) and relationship building skills that enable one to establish and build healthy working relationships and partnerships with a variety of individuals and groups in a constructive and collaborative manner;

- counseling students to help their emotional, physical, occupational, and social development;
- communicating with students regarding their academic performance objectives and providing feedback to improve performance;
- understanding of issues related to the decision making process; ability to analyze situations fully and accurately, and reach productive decisions;
- developing, coordinating, and implementing educational/instructional programs;
- maintaining confidential records and information.

**Desired Qualifications:**

- A master’s degree or an equivalent combination of education and experience;
- Previous successful experience in working with, counseling, or advising, college/university students with disabilities, U.S. ethnic minority, first generation, military/veteran, and/or low-income students in an educational setting;
- Experience working in a student support setting;
- Experience using technology for preparing presentations, recording student contact notes, managing a case list of students;
- Experience with assessment and evaluation methods;
- Knowledge of policies, procedures, regulations, and programming pertaining to college/university admissions, scholarships, financial aid, student services, alumni affairs, university relations and media, campus facilities, university community, advising and academic/collegiate degree programs.

For a complete job description, visit our web site: [http://diversity.uiowa.edu/employment-opportunities](http://diversity.uiowa.edu/employment-opportunities). To apply for this position, visit our website at [http://jobs.uiowa.edu/](http://jobs.uiowa.edu/) and search for Requisition #70619. All applications must be completed online via this website; however, if you need an accommodation in order to apply for this position, please contact Sharon Beck by phone at (319) 335-2430 or send an email to sharon-beck@uiowa.edu.

The University of Iowa values diversity among students, faculty, and staff and believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at the University of Iowa.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.

Appropriate background checks (e.g. criminal background and credential checks) will be conducted.

The University of Iowa is a founding member of the Central Midwest Higher Education Recruitment Consortium (HERC) and is committed to recruiting and retaining the most talented and diverse faculty and staff and assisting dual-career couples. To see other jobs available in higher education and with key local employers in our area, please visit the HERC website at [www.centralmidwesterc.org](http://www.centralmidwesterc.org).

For additional information on dual-career resources at the University of Iowa, please visit [https://careers.uiowa.edu/dcs](https://careers.uiowa.edu/dcs).