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UT Dallas Position Information	
Req ID	103957
Position Status (FT/PT)	Full Time
App Types Accepted	Application
Position Title	Student Development Specialist III
Functional Title EEO Occupation	 03-Professional/Non-Faculty
Department Number-Department Name	107020-MULTICULTURAL CENTER
Location	Richardson
Salary Range Starting salaries for a position may be negotiable based on qualifications, experience, and funding.	$35,912
Salary Basis	Monthly
Job Description	Duties include but are not limited to providing vision and management for the student success and retention of underrepresented minority students (URM). - The Coordinator gathers data, creates reports, and maintains database of retention information on URM students to necessary university entities including Office of Diversity & Community Engagement, Department of Community Engagement, Office of Undergraduate Studies, and the Office of Student Affairs. - The Coordinator shares leadership responsibilities for the Diversity Scholarship Program in the Office of Diversity and Community Engagement. - He/she is responsible for promotion of the program to prospective students; selection of the scholarship recipients; meeting individually with scholars throughout the semester to monitor academic and personal issues; developing programs/initiatives focused on retention and graduation of the scholarship recipients; and collecting data and preparing reports about the scholarship recipients. - Supervises student employees. Manages program budget. - Advises, develops and promotes leadership development and programming for URM student organizations, as well as conference travel. - Serves as a MC liaison to various campus departments and committees. - Performs other related duties as assigned or required to meet the mission and goals of UT Dallas, the Office of Diversity and Community Engagement and the Multicultural Center. Reports to the Assistant Vice-President/Director, Multicultural Center.
Minimum Qualifications	Bachelor's degree with three years of relevant experience with college students or adolescents in community groups in an advisory, administrative or educational

	capacity or the equivalent combination of relevant education and experience totaling at least seven years.
Preferred Qualifications	Master's degree in higher education, student affairs or counseling. 3-5 years experience in higher education. Knowledge of retention programs, advising, programming for underrepresented students. Also, budget management, excellent communication and presentation skills.
Minimum Responsibilities	- Plan & coordinate activities related to programs & services designed to meet students' needs. - Evaluate programs for continuation or cancellation & plans new programs. -Other duties as assigned.
Additional Responsibilities	Some weekend and evening hours required.
Other Information	
Other Information	Cover letter and resume are required at time of application.
Job Open Date	08-29-2014
Job Close Date	Open Until Filled

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