November 7, 2013

To: Dean Van Galen, Chancellor  
    116 North Hall  
    University of Wisconsin-River Falls

From: David P. Rainville, Chair  
       Faculty Senate  
       University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2013-14/26

At the November 6, 2013 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2013-14/26 was passed and is effective immediately. The motion is forwarded to you for your action.

A motion from the Executive Committee to appoint Robert Coffman and Donovan Taylor (faculty) and Ziomara Cervantes (Student Support Services - academic staff) to a Search and Screen Committee to recommend candidates for the position of Director of Multicultural Academic Services and Project Director for Student Support Services. Katrina Larsen (not requiring Faculty Senate approval) will be chairing the committee. Also on the committee: Andriel Dees (not requiring Faculty Senate approval) and David Hathaway, a student who was on the previous search committee.

* Approved □

Disapproved □

[Signature]
Dean Van Galen, Chancellor

[Date]

*Note: As communicated by the Provost to the Faculty Senate Executive Committee (prior to the Senate passing this motion). This position will report to the Associate Vice Chancellor for Enrollment and Student Success.
The Position:
UW-River Falls seeks to fill a Student Services Program Manager II position, which has a working title of Director of Multicultural Academic Services and Project Director for Student Support Services. This position reports to the Provost and Vice Chancellor for Academic Affairs and is responsible for managing and advancing the vision, goals, and objectives of the TRIO grant-funded Students Support Services program and to develop academic programming and services to the university’s multicultural and disadvantaged students. The successful candidate will supervise staff, meet with students, manage budgets, collaborate with other program areas and staff to provide appropriate university and pre-college services. The position will also serve as the point of contact for the US Department of Education about the Student Support Services grant. It is expected that the Coordinator will also work closely with the university’s Chief Diversity Officer on University of Wisconsin System initiatives that target increased access and success for our multicultural and disadvantaged student populations and will be UW-River Falls’ representative to System level work groups.

Specific Responsibilities:
- Administer the Student Support Service grant program; hire, train, supervise and evaluate staff; supervise daily, weekly, and monthly routines/ disburse budgets.

- Represent the Student Support Services project to the United States DOE through annual reports and conversations with project staff.

- Represent the Student Support Services and Multicultural and Disadvantaged Student programs to the university and wider UW System community through service on relevant committees, meetings with faculty and staff, and communications to faculty and staff.

- Engage in professional development related to the roles as Student Support Services Director and Multicultural/Disadvantaged coordinator.

- Attend UW System M/D Coordinators meetings.

- In coordination with the Chief Diversity Officer, serve as the Multicultural Liaison with the UW System office of Equity, Diversity and Inclusion.

- Implement and/or coordinate UW System initiatives, and

- Other duties as assigned

Qualifications (Required):
- Master’s degree in a related field

- At least three years of work experience in higher education with experience in and/or knowledge of student assessment related to academic achievement
• Prior experience writing for or working in a grant-funded unit
• Demonstrated ability to effectively communicate with staff and students
• Evidence of experience working with students at academic risk, first generation, low-income students, students of color, and/or students with disabilities
• Demonstrated awareness of and sensitivity to diverse student populations and ability to contribute to the University’s commitment to enhancing student awareness and appreciation of diverse ethnic and cultural heritages and identities

Preferences:
• Degree in Counseling or Student Personnel
• Experience supervising professional staff