



Date: October 7, 2016

Title of Position: Coordinator of Multicultural Center (Temporary position*)
MCCC Unit Position; Grade 5

Salary: Estimated range \$56,524 - \$58,150 (per MCCC contract) with benefits

Effective: December 2016

Position Overview: As a member of the enrollment services team, the Coordinator of the Multicultural Center is responsible for conducting recruitment initiatives for multicultural students including, but not limited to: meeting with prospective international students; assisting with admissions process and visa requirements; assisting English Language Learner (ELL) students through the enrollment process; and developing recruitment events for immigrant populations. Additionally, the Coordinator is responsible for leading the College’s Multicultural Student Organization by providing a supportive community for multicultural students; maintaining data in the SEVIS system as the College’s Designated School Official; developing support programming for multicultural students; organizing programming to promote multicultural diversity on campus; maintaining connections with relevant community-based organizations; and advocating for the educational needs of multicultural students. The Coordinator is also responsible for assisting with the enrollment efforts of the Admissions Office, including planning and conducting high school visits; maintaining relationships with guidance offices and community agencies; representing the College at community agencies and public events; and related administrative tasks in the department.

Qualifications: Master’s degree in relevant field; with 3 years experience and/or training that includes multicultural program coordination and community relations; or equivalent combination of education, training, and experience. Bilingual or multi-lingual ability preferred.

Additional information:

Source of Funding:	State funded
Area of Assignment:	Enrollment Management
Supervisor:	Director of Marketing & Student Recruitment

MCCC AFSCME DCE Non-Unit Full-time Part -Time

***Note:** This temporary position will be for the remainder of the 2016/2017 academic year.

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) current professional references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. tkozlowski@berkshirecc.edu

Application closing date: October 24, 2016. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.