

UC Santa Barbara

Office of Undergraduate Education

Director of Undergraduate Mentorship Program

Under the general supervision of the Associate Vice Chancellor of Undergraduate Education, the Director independently manages the Undergraduate Mentorship Program. The Director's primary responsibilities include: the administration, management, coordination and program operations of the Undergraduate Mentorship Program (UMP). Directs the First-Generation/First-Year mentoring initiative including: oversight of course content and delivery, selection, training, and evaluation of mentors; and evaluation of program effectiveness. Directs university-wide undergraduate mentorship programs; to include First-Year Experiences courses (Fall Quarter). Consults with Institutional Research to provide structure and support to assessment and reporting of mentorship initiatives and program review. Assists department chairs and faculty in the development of program specific undergraduate mentorship initiatives. Researches trends in undergraduate mentoring initiatives and conducts university research on UCSB mentoring initiatives. Prepares annual reports regarding Institutional Improvement for Undergraduate Resources and Academic Partnerships. Conducts intervention meetings with undergraduate students on academic probation. Supervises peer mentoring staff, and coordinates academic advising efforts.

Required Qualifications:

- Master's degree or above in a discipline relevant to the Undergraduate Mentorship Program. Note that applicants should explain the relevance of their degree(s) to the position;
- Experience in program development, project management and employee supervision;
- Ability to develop, implement, and evaluate effective programs and practices related to undergraduate student success;
- Ability to facilitate collaborative work across departments and manage team members;
- Ability to interact effectively with diverse populations.
- Strong written and oral communication skills, including excellent interpersonal communication, written reports and correspondence, and presentations for large and small audiences; and
- Ability to prioritize and execute multiple projects at different levels.

Desirable qualifications:

- Research-based knowledge of learning strategies and best practices related to undergraduate success
- Broad knowledge of university divisions, offices, and departments, and university personnel and procedures appropriate to a varied range of activities and coordination.

First consideration for applicants will be July 11, 2016  
posting will close on July 20, 2016

For full posting please go to:  
<https://recruit.ap.ucsb.edu/apply>

Job Number: JPF00738

The department is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching and service.

The University of California is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.