

Assistant Director for Programming, Intercultural &
Diversity Center
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259629>

Downloaded On: Jul. 11, 2025 7:40pm

Posted Jul. 11, 2025, set to expire Aug. 4, 2025

Job Title	Assistant Director for Programming, Intercultural & Diversity Center
Department	Intercultural & Diversity Center
Institution	University at Buffalo Buffalo, New York
Date Posted	Jul. 11, 2025
Application Deadline	08/08/2025
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Multicultural Affairs/Diversity
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Job Description

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Assistant Director for Programming, Intercultural & Diversity Center

Position Information

Position Title: Assistant Director for Programming, Intercultural & Diversity Center

Department: Intercultural & Diversity Center

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57903>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The Division of Student Life is accepting applications for the **Assistant Director for Programming** position with the [Intercultural and Diversity Center](#). In this role, you will be instrumental for realizing the mission of the Intercultural and Diversity Center. Directly and through effective supervision of IDC staff, you will focus on creating and implementing weekly, monthly, and annual programming designed to celebrate diversity, promote inclusiveness, educate the campus on social justice issues, and increase a sense of belonging for all UB students.

Your responsibilities include:

- Recruit, train, and supervise up to two Graduate Assistants and a team of Student Assistants.
- Manage the student Work Study payroll and IDC programming budget (\$45,000).
- Create, implement, and manage new programs and initiatives for all students with a focus on supporting underserved student populations including but not limited to students of color.
- Help create and establish the priorities for the Intercultural and Diversity Center including but not limited to the development of policies and procedures.
- Create and implement new programs that create a greater sense of belonging for underserved student populations including but not limited to students of color.
- Develop and build relationships with stakeholders from across campus and in the community.
- Plan and implement weekly, monthly, and annual programs focused on celebrating diversity and inclusion including Heritage Month Celebrations.
- Reach out to different student populations, including but not limited to students of color, students of different religions, students with disabilities, international students, and commuter students.

Situated on a flagship research institution comprised of diverse and academically talented students, The Intercultural and Diversity Center (IDC) has a well-established reputation on campus for providing meaningful opportunities for students to explore their and others various identities through inventive and inclusive programming, and meaningful diversity training. The IDC also serves as a comfortable and informal physical space on campus where students can relax and feel at home.

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Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelors degree with a minimum of 2 years of experience **or** masters degree or professional certification
- Experience working in higher education or related field
- Full-time experience working with diverse populations and implementing successful diversity programs
- Supervisory experience
- Highly developed interpersonal, organizational, written, and oral communication skills
- The able to demonstrate multicultural competency

Preferred Qualifications

- Masters degree in Higher Education or related field
- Experience working with and advocating for students of color
- Extensive knowledge of and demonstrated success with utilizing multicultural/diversity models and theories
- Demonstrated success collaborating with other offices or departments to meet departmental and university goals

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Physical Demands

Salary Range

\$57,151 - \$60,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Dr. Kevin Ahuna

Contact's Pronouns:

Contact's Title: Director, Intercultural and Diversity Center

Contact's Email: ahunakl@buffalo.edu

Contact's Phone: 716-645-5613

Posting Dates

Posted: 07/10/2025

Deadline for Applicants:

Date to be filled: 09/25/2025

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

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