**Assistant Director**

The Davis Center

Williams College seeks an innovative, dynamic individual to be an Assistant Director of the Davis Center. Named for scholar-activists W. Allison Davis ’24 and John A. Davis ’33, the Center catalyzes broad campus engagement with complex issues of race, gender, ethnicity, sexuality, spirituality, religion, class, culture, history and identity as they affect intellectual, creative, and social life. Collaborating with all sectors of the college community—students, staff, academic departments and programs, and alumni—and with off-campus partners, the Center initiates and supports a rich variety of programs that seek to foster dialogue about access, equity, and inclusion at Williams and elsewhere. Its work is central to the core academic and institutional values of the college. It is situated within the Office of Institutional Diversity and Equity.

Reporting to the Director of the Davis Center, the Assistant Director plans and executes the Center’s programming. As an Assistant Director, the successful candidate will provide administrative, programmatic, and educational leadership for individuals from historically underrepresented and underserved backgrounds. Further, the preferred candidate will be prepared to engage students in their development, assist with the pursuit of equity on campus, and collaborate with partners in Berkshire County and the surrounding areas.

The College is committed to building and supporting a diverse population of approximately 2,000 students, and to fostering a diverse faculty and staff. It is an exciting time to join the Davis Center and the Williams community as we continue to amplify our vision, which is centered on cutting-edge social justice and inclusion work. Our expectation is that the successful candidate will excel at working in a community that is broadly diverse with regard to race, ethnicity, economic status, gender, nationality, sexual orientation and religion. In a cover letter, applicants should describe how they will embrace the college’s commitment to fostering an inclusive community, as well as their experience with student advising, workshop facilitation, program implementation, and working with students from historically marginalized or underserved groups. To learn more about the Davis Center visit <http://davis-center.williams.edu/>.

The Assistant Director’s responsibilities include, but are not limited to:

* Fostering educational opportunities and coordinating programs for students, faculty and staff and the broader community;
* Developing and facilitating workshops and training for student leaders and other community stakeholders;
* Advising and mentoring students and student groups regarding their holistic needs;
* Supporting community members as they engage in activism on and off campus;
* Serving on campus-wide committees;
* Engaging as a strategic thinker and partner in the work of the Davis Center and overall Office of Institutional Diversity and Equity.

Regular evening, night, and weekend hours are required.

This position is a full-time, year-round appointment. Salary will be commensurate with experience and qualifications. A master’s degree in an appropriate field is preferred, though candidates with a bachelor’s degree will be considered.

For optimal consideration please submit materials by October 15, 2018.

Williams College is a coeducational liberal arts institution located in the Berkshire Hills of Western Massachusetts. The college has built its reputation on outstanding teaching and scholarship and on the academic excellence of its approximate 2,000 students. Please visit the Williams College website (http://www.williams.edu). Beyond fully meeting its legal obligations for non-discrimination, Williams College is committed to building a diverse and inclusive community where members from all backgrounds can live, learn, and thrive.

Employment at Williams is contingent on the verification of background information submitted by the applicant (education and past employment) and the completion of a criminal record check.

**To apply for this position, please visit** [**http://staff-careers.williams.edu**](http://staff-careers.williams.edu)**. If you have any questions, please feel free to contact us via phone at (413) 597-4247 or email at** **hr@williams.edu****.**

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