



THE ASSOCIATED STUDENTS OF COLORADO STATE
UNIVERSITY

22nd SESSION OF THE FIFTY-SECOND SENATE
8 MARCH 2023

BILL #5213
Additions to Bill 5122

WRITTEN BY: Kimberly Carracedo-Perez, Speaker Pro-Tempore

COLLABORATED WITH: N/A

SPONSORED BY: Jasen Waller-Hohenzollern, Secretary of State, Jorge Garcia, Director of Housing

ENDORSED BY: Robert Long, ASCSU President, Nora Aslan, Chair of Internal Affairs; Adalyn Schumer, Chair, Women's Caucus, Senator, Adult Learner & Veteran Services; Kevin Melchior, Senator, Adult Learner and Veterans Services, Ava McCall, Senator, Women and Gender Advocacy Center, Parker Doyle, Senator, College of Engineering, Budgetary Affairs Committee; Ruairí Low, Senator, Student Disability Center; Diversity, Equity, and Inclusion Affairs Committee, Faraaz Bukhari, Recruitment and Retention Officer, Senator, Health and Human Sciences; Meagan Liebe, Senator, College of Natural Resources; Teddy Nyambe, Senator, Office of International Programs; Dane Dinnsen, Senator, College of Business; Mia Ritter, Budgetary Affairs Committee Chair, Senator, Native American Cultural Center; Enock Monanti, Associate Senator, Pride Resource Center; Ayana Simpson; Ariadne Athey, Senator, Student Disability Center; Kyle Hill, Senator, College of Veterinary Medicine and Biomedical Sciences; Cole Johnson; Grace Sjaastad, Associate Senator, College of Liberal Arts; Ellie Lutz, Associate Senator, Pride Resource Center; Joe Ford, Associate Senator, College of Liberal Arts; Reham Abdunabi, Senator, Asian Pacific American Cultural Center; Donaji Arango-Silva, Senator, First Generation Student Collective Board; Mia Ritter, Chair of Budgetary Affairs, Senator, Native American Cultural Center; Caroline Kramer, Senator, College of Health and Human Sciences; McAllister Johnson, Senator, College of Health and Human Sciences; Graham Kelly, Senator, College of Natural Sciences; Dory Schmidt, Senator, College of Natural Sciences; Morgan Wright, Senator, College of Natural Sciences; Daniel Scott Perez, Associate Senator, College of Liberal Arts; Ava Ayala, Senator, College of Natural Sciences; Shamsher Sodhi, Senator, College of Natural Sciences

Abstract: This bill is a continuation of Bill 5122 with only additions from the Senate Discretionary Fund.

WHEREAS

In 2021, ASCSU President Christian Dykson hosted a meeting with a network of allies actively supporting the immigrant, refugee, undocumented (DACA and ASSET), and English as a Second Language (ESL) students at CSU. The group - while answering the question “how can ASCSU help provide strategic support and advocacy for these communities?” - discussed the need for Colorado State University to have a position that coordinates resources and opportunities for these populations, including an emphasis on grant-writing and coalition-building; and,

WHEREAS

This vision sparked a 6-month learning tour that ASCSU President Christian Dykson embarked on to explore existing resources and interview experts from throughout the CSU network. Some of the individuals in this tour included: Adam Jon Aparicio (CSU Health Center), Eric Ishawata (Dept. of Ethnic Studies), Penny Gonzales-Soto (Student Legal Services), Amelia Castañeda (Community for Excellence), Kathy Sisneros (Office of Inclusive Excellence), Shannon Archibeque-Engle (Office of Inclusive Excellence), Roze Hentschell (College of Liberal Arts), Susana Muñoz (Department of Education), Tom Biedscheid (Division of Enrollment and Access), Sylvia Martinez (Office of Financial Aid), Dora Frias (Director of El Centro), Penny Gonzales-Soto (Director of Student Legal Services), Amy Hoeven (Advisor to UndocUnited), and the leadership team of the UndocUnited student organization. He also met with Gregor Mieder, the Director of Immigrant Services and Programs at Metro State University; and,

WHEREAS

While meeting with these stakeholders, he identified several institutional shortcomings in the service of immigrant, refugee, undocumented, and English as a Second Language (ESL) students at CSU: (1) many professional staff members and faculty members are dedicating a significant number of hours serving, supporting, and coordinating resources for these populations, unrelated to FTE responsibilities, with no associated compensation. (2) there is no centralized position responsible for managing programming, resources, grant-writing, coordinating cultural competency training, and case management for these specific populations. (3) For these populations, there is a deficit in coordination and continuity of resources across campus, stemming from a lack of centralized emphasis; and,

WHEREAS

The aforementioned coalition of CSU staff-members have generous hearts for serving the immigrant, refugee, undocumented, and English as a Second Language (ESL) students - and are expected to step up in this way - however this often detracts from their FTE responsibilities for which

they were hired into the institution. Many of these stakeholders work above and beyond their FTE requirements to ensure these students can thrive. Despite stressed bandwidth, these faithful allies do not see inaction as an option, because of the life-changing implications for students they serve; and,

WHEREAS

The Provost's Student Financial Advisory Committee is a group of 10-12 leaders from SFRB, ASCSU, GSC, UFFAB, ATFAB, and UTFAB that advise the Provost on strategic student-inspired initiatives that the institution can explore and invest in. The 2021 PSFAC committee voted in resounding support of this proposal, naming it their #1 recommendation to the Provost and CSU Office of the President; and,

WHEREAS

This will serve as a 2-year pilot program to prove the value of Immigrant Services and Programs as a division within the institution, specifically housed in the Office of Inclusive Excellence. After 2 years of impact, if proven to be a success, ASCSU trusts that the institution will prioritize and offer base funding to ensure a long-term legacy; and,

WHEREAS

Positions of this nature generate dynamic partnerships with nonprofits and government agencies at local, state, and national levels, such as the Colorado Immigrant Rights Coalition, La Cocina, La Fuerza Latina, Alianza Norco, Immigrant and Refugee Center of Northern Colorado, Amnesty International, and many other potential partners. This also includes groups like the VERA Institute and the Rose Foundation which will likely play a critical role in grant-funded endeavors focused on closing equity gaps for these populations; and,

WHEREAS

ASCSU recognizes that CSU's immigrant, refugee, undocumented, and English as a Second Language (ESL) students hold many intersecting identities, which is the primary motivation for centralizing this position in the Office of Inclusive Excellence; and,

WHEREAS

ASCSU recognizes that relationships and opportunities move at the speed of trust. For that reason, ASCSU highly recommends that the position work in a physical location that maximizes connections to students (e.g. Lory Student Center, etc.), while recognizing and balancing the confidentiality, cultural competency, and sensitivity required to serve these populations; and,

WHEREAS

There is an abyss of opportunity with this position for which ASCSU cannot presently define, but we are hopeful for the legacy this will create; and,

THEREFORE, BE IT HEREBY ENACTED

Following the passage of this bill, \$29,212 shall be transferred from the Senate Discretionary to the Academic Advancement Center; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

That the Academic Advancement Center (AAC) shall allocate the funding to the Coordinator for Immigrant Services and Programs with the following ratio/breakdown (based on comparable numbers from other university roles). Please note, these numbers may be inflated slightly if the AAC , or other divisions, decide to contribute to the 2-year pilot program:

Year 1 Salary = \$51,500
Year 1 Fringe Benefits (28.6%) = \$14,729
Year 2 Salary = \$54,075
Year 2 Fringe Benefits (28.9%) = \$15,628
Total = \$155,932
; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

That the funding is also contingent upon the Academic Advancement Center accomplishing the following steps, which should also be highlighted in the official job description:

- “The hiring committee must make a concerted effort to seek applicants that are recent graduates, and those who hold the cultural competencies and lived experience necessary for this position to succeed.
- After the individual is selected, and throughout the 2 years, the Coordinator for Immigrant Services and Programs must address ASCSU Senate and ASCSU Executive Cabinet at least once per semester to offer insights, share progress, and build greater partnership between the new position and the student body.
- The AAC must make a concerted effort to ensure that the Coordinator for Immigrant Services and Programs is actively building relationships with students, and has a regular and physical presence in venues such as the Lory Student Center, the various SDPS offices, the TRIO Programs office, and the Collaborative for Student Achievement.”

**PASSAGE AND ENACTMENT OF BILL #5213
22nd SESSION**

UNANIMOUS CONSENT

8 MARCH 2023

SENATE PASSAGE

DATE

ASCSU PRESIDENT ROBERT LONG

DATE

THAT A COPY OF THIS LEGISLATION SHALL BE FORWARDED TO

Tony Frank, Chancellor for the Colorado State University System
Amy Parsons, Colorado State University President
Kauline Cipriani, CSU Vice President, Office of Inclusive Excellence
Blanche Hughes, CSU Vice President for Student Affairs
The Honorable Jared Polis, Governor for the State of Colorado
The Honorable Phil Weiser, Attorney General for the State of Colorado
The Honorable Angie Paccione, Director for Colorado Department of Higher Education
The Honorable Jeni Arndt, Mayor of Fort Collins
Adam Jon Aparicio, Coordinator for Diversity & Outreach Services
Eric Ishawata, Associate Professor of Ethnic Studies
Penny Gonzales-Soto, Director of CSU Student Legal Services
Amelia Castañeda, Scholar Success Specialist, CSU Community for Excellence
Kathy Sisneros, CSU Assistant Vice President for Inclusive Excellence
Shannon Archibeque-Engle, CSU Associate Vice President for Inclusive Excellence
Roze Hentschell, Interim Chief Academic Officer for the Colorado State University System.
Susana Muñoz, Coordinator of the Higher Education Leadership, Associate Professor, CSU School of Education
Tom Biedscheid, Assistant Vice President, CSU Division of Enrollment and Access
Sylvia Martinez, Associate Director for Client Services, CSU Office of Financial Aid
Amy Hoeven, Advisor, CSU UndocUnited Student Organization
UndocUnited Student Organization Leadership Team
Gregor Mieder, Director of Immigrant Services and Programs, Metro State University
Lisa Duran, Assistant Director of the Community Resource Center
Yurixhi, Community Organizer for La Fuerza Latina
Leo Escalante, Public Engagement Coordinator, City of Fort Collins
Patricia Miller, Executive Director, Alianza Norco
Lizeth Chacon, Executive Director, Colorado People's Alliance
Dora Frias, Director of El Centro, Colorado State University
JoAnn Cornell, Director of the Asian Pacific American Cultural Center, Colorado State University
Duan Ruff, Director of the Black/African American Cultural Center, Colorado State University
Maggie Hendrickson, Director of the Pride Resource Center, Colorado State University

Tyrone Smith, Director of the Native American Cultural Center, Colorado State University
Justin Dove, Director of the Student Disability Center, Colorado State University

Appendix I: Original Bill



THE ASSOCIATED STUDENTS OF COLORADO STATE
UNIVERSITY

26th SESSION OF THE FIFTY-FIRST SENATE
20 APRIL 2022

BILL #5122

The Legacy Act: Establishing a CSU Coordinator for Immigrant Services and Programs

WRITTEN BY: Christian Dykson, ASCSU President; Emily Baller, Director of Finance;
Samantha May, Senator for the College of Liberal Arts;

COLLABORATED WITH: Brandon Baum, ASCSU Speaker Pro-Tempore; Nicholas DeSalvo,
ASCSU Speaker of the Senate – Elect

SPONSORED BY: Alex Silverhart, ASCSU Chair for Budgetary Affairs

ENDORSED BY: Board for Student Organization Funding (BSOF); Kimberly Carracedo-Perez,
ASCSU Senator for El Centro; Kevin Clark, ASCSU Parliamentarian; Sammy Trout, Senator for
College of Liberal Arts; Ariadne Athey, Chair of Internal Affairs Committee; Keilly Leon, CSU
Student; Amy Hoeven, Advisor to CSU UndocUnited Club, Executive Producer of Hoeven Inc;
The Community Dreamer Fund; UndocUnited Club at Colorado State University.

Abstract: This bill will fund 2-years of salary and fringe benefits for a transformational position at Colorado State University: The Coordinator for Immigrant Services and Programs, to be housed in the CSU Office of Inclusive Excellence. \$126,720 will be earmarked in the ASCSU Fund Balance to be utilized by the Office of Inclusive Excellence for this position, with the following financial breakdown: \$70,000 from ASCSU Board for Student Organization Funding, \$20,000 from ASCSU Office of the President Discretionary, \$5,000 from ASCSU Senate Discretionary, and \$31,720 from ASCSU Fund Balance.

WHEREAS

In 2021, ASCSU President Christian Dykson hosted a meeting with a network of allies actively supporting the immigrant, refugee, undocumented (DACA and ASSET), and English as a Second Language (ESL) students at CSU. The group - while answering the question “how can ASCSU help provide strategic support and advocacy for these communities?” - discussed the need for Colorado State University to have

a position that coordinates resources and opportunities for these populations, including an emphasis on grant-writing and coalition-building; and,

WHEREAS

This vision sparked a 6-month learning tour that ASCSU President Christian Dykson embarked on to explore existing resources and interview experts from throughout the CSU network. Some of the individuals in this tour included: Adam Jon Aparicio (CSU Health Center), Eric Ishawata (Dept. of Ethnic Studies), Penny Gonzales-Soto (Student Legal Services), Amelia Castañeda (Community for Excellence), Kathy Sisneros (Office of Inclusive Excellence), Shannon Archibeque-Engle (Office of Inclusive Excellence), Roze Hentschell (College of Liberal Arts), Susana Muñoz (Department of Education), Tom Biedscheid (Division of Enrollment and Access), Sylvia Martinez (Office of Financial Aid), Dora Frias (Director of El Centro), Penny Gonzales-Soto (Director of Student Legal Services), Amy Hoeven (Advisor to UndocUnited), and the leadership team of the UndocUnited student organization. He also met with Gregor Mieder, the Director of Immigrant Services and Programs at Metro State University; and,

WHEREAS

While meeting with these stakeholders, he identified several institutional shortcomings in the service of immigrant, refugee, undocumented, and English as a Second Language (ESL) students at CSU: (1) many professional staff members and faculty members are dedicating a significant number of hours serving, supporting, and coordinating resources for these populations, unrelated to FTE responsibilities, with no associated compensation. (2) there is no centralized position responsible for managing programming, resources, grant-writing, coordinating cultural competency training, and case management for these specific populations. (3) For these populations, there is a deficit in coordination and continuity of resources across campus, stemming from a lack of centralized emphasis; and,

WHEREAS

The aforementioned coalition of CSU staff-members have generous hearts for serving the immigrant, refugee, undocumented, and English as a Second Language (ESL) students - and are expected to step up in this way - however this often detracts from their FTE responsibilities for which they were hired into the institution. Many of these stakeholders work above and beyond their FTE requirements to ensure these students can thrive. Despite stressed bandwidth, these faithful allies do not see inaction as an option, because of the life-changing implications for students they serve; and,

WHEREAS

The Provost's Student Financial Advisory Committee is a group of 10-12 leaders from SFRB, ASCSU, GSC, UFFAB, ATFAB, and UTFAB that

advise the Provost on strategic student-inspired initiatives that the institution can explore and invest in. The 2021 PSFAC committee voted in resounding support of this proposal, naming it their #1 recommendation to the Provost and CSU Office of the President; and,

WHEREAS

This bill will serve as a 2-year pilot program to prove the value of Immigrant Services and Programs as a division within the institution, specifically housed in the Office of Inclusive Excellence. After 2 years of impact, if proven to be a success, ASCSU trusts that the institution will prioritize and offer base funding to ensure a long-term legacy; and,

WHEREAS

Positions of this nature generate dynamic partnerships with nonprofits and government agencies at local, state, and national levels, such as the Colorado Immigrant Rights Coalition, La Cocina, La Fuerza Latina, Alianza Norco, Immigrant and Refugee Center of Northern Colorado, Amnesty International, and many other potential partners. This also includes groups like the VERA Institute and the Rose Foundation which will likely play a critical role in grant-funded endeavors focused on closing equity gaps for these populations; and,

WHEREAS

ASCSU recognizes that CSU's immigrant, refugee, undocumented, and English as a Second Language (ESL) students hold many intersecting identities, which is the primary motivation for centralizing this position in the Office of Inclusive Excellence; and,

WHEREAS

ASCSU recognizes that relationships and opportunities move at the speed of trust. For that reason, ASCSU highly recommends that the position work in a physical location that maximizes connections to students (e.g. Lory Student Center, etc.), while recognizing and balancing the confidentiality, cultural competency, and sensitivity required to serve these populations; and,

WHEREAS

There is an abyss of opportunity with this position for which ASCSU cannot presently define, but we are hopeful for the legacy this will create; and,

WHEREAS

According to Article IX, Section 905b of the Constitution of the Associated Students of Colorado State University, "The Board for Student Organization Funding may approve allocations not to exceed \$14,000 for any one eligible organization. If a specific request exceeds \$14,000 it must be ratified by the Senate through a Bill following the Board's recommendation."; so,

THEREFORE, BE IT HEREBY ENACTED

Following the passage of this bill, \$70,000 shall be transferred from BSOF to Senate Discretionary to then be earmarked in the ASCSU Fund Balance for this position; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

Following the passage of this bill, \$20,000 shall be transferred from Office of the President Discretionary to Senate Discretionary to then be earmarked in the ASCSU Fund Balance for this position; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

Following the passage of this bill, \$31,720 shall be transferred from the ASCSU Fund Balance to Senate Discretionary to then be earmarked in the ASCSU Fund Balance for this position; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

Following the passage of this bill, \$5,000 from the ASCSU Senate Discretionary shall be earmarked in the ASCSU Fund Balance for this position; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

That all funds must be completely utilized by Office of Inclusive Excellence by June 30th, 2026, otherwise the earmark will expire and the funding will become available in the ASCSU Fund Balance for general ASCSU expenditures; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

That Office of Inclusive Excellence shall allocate the funding to the Coordinator for Immigrant Services and Programs with the following ratio/breakdown (based on comparable numbers from other university roles). Please note, these numbers may be inflated slightly if the Office of Inclusive Excellence, or other divisions, decide to contribute to the 2-year pilot program:

Year 1 Salary = \$49,500
Year 1 Fringe Benefits (28%) = \$13,860
Year 2 Salary = \$49,500
Year 2 Fringe Benefits (28%) = \$13,860
Total = \$126,720

; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

That the funding is contingent upon ASCSU President Dykson, and the coalition of stakeholders, accomplishing the following steps in a timely manner:

- Submitting a letter, on behalf of ASCSU, addressed to President Joyce McConnell, Vice President for University Operations Lynn Johnson, Interim Directors of University Operations Angie Nielsen and Dave Ryan. In this letter, ASCSU President Dykson will describe the learning journey he conducted, the insights he gathered, the context behind

this legislation (Bill #51##), and a formal request that the university provide base funding for this position after the 2-year pilot funding has elapsed.

- Designing a CSU-specific job description for the Coordinator for Immigrant Services and Programs, based on the template provided by Metro State University (attached in Appendix 1).
- Establish a formal search committee with at least 5 members from diverse circles across campus, including student voices, and those with lived experience.

; and,

THEREFORE, BE IT HEREBY FURTHER ENACTED

That the funding is also contingent upon the Office of Inclusive Excellence accomplishing the following steps, which should also be highlighted in the official job description:

- “The hiring committee must make a concerted effort to seek applicants that are recent graduates, and those who hold the cultural competencies and lived experience necessary for this position to succeed.
- After the individual is selected, and throughout the 2 years, the Coordinator for Immigrant Services and Programs must address ASCSU Senate and ASCSU Executive Cabinet at least once per semester to offer insights, share progress, and build greater partnership between the new position and the student body.
- Office of Inclusive Excellence must make a concerted effort to ensure that the Coordinator for Immigrant Services and Programs is actively building relationships with students, and has a regular and physical presence in venues such as the Lory Student Center, the various SDPS offices, the TRIO Programs office, and the Collaborative for Student Achievement.”

PASSAGE AND ENACTMENT OF BILL #5122

INTRODUCED — 26th SESSION

20 APRIL 2022

SENATE PASSAGE [EXPEDITED] — 23-0-1

20 APRIL 2022

RESOURCES

Appendix 1: [Position Description for Metro State University](#) Immigrant Services and Programs Director is attached below.

ROLL CALL VOTE

Sen. Athey - AYE	Sen. Shephard - AYE
Sen. Biloudeau - AYE	Sen. Silverhart - AYE
Sen. Brown - AYE	Sen. Torres-Doxey - AYE
Sen. Burge - AYE	Sen. Trout - AYE
Sen. Carracedo-Perez - AYE	Sen. Welch - AYE
Sen. Correa - ABSTAIN	Sen. Whaler - AYE
Sen. Deason - AYE	Sen. Williamson - AYE
Sen. Epperson - AYE	Sen. Sanchez - AYE
Sen. Long - AYE	Sen. Nguyen - AYE
Sen. May - AYE	Sen. Rencher - AYE
Sen. Neivert - AYE	Assoc. Sen. Doorack for Sen. Sherer -
Sen. Ritter - AYE	AYE
Sen. Sandoval - AYE	

THAT A COPY OF THIS LEGISLATION SHALL BE FORWARDED TO

Tony Frank, Chancellor for the Colorado State University System
Joyce McConnell, Colorado State University President
Kauline Cipriani, CSU Vice President, Office of Inclusive Excellence
Blanche Hughes, CSU Vice President for Student Affairs
The Honorable Jared Polis, Governor for the State of Colorado
The Honorable Phil Weiser, Attorney General for the State of Colorado
The Honorable Angie Paccione, Director for Colorado Department of Higher Education
The Honorable Jeni Arndt, Mayor of Fort Collins
Adam Jon Aparicio, Counselor at the CSU Health Center
Eric Ishawata, Faculty Member in CSU Department of Ethnic Studies
Penny Gonzales-Soto, Director of CSU Student Legal Services
Amelia Castañeda, Scholar Success Specialist, CSU Community for Excellence
Kathy Sisneros, CSU Assistant Vice President for Inclusive Excellence
Shannon Archibeque-Engle, CSU Associate Vice President for Inclusive Excellence
Roze Hentschell, Associate Dean for Academic Programs, CSU College of Liberal Arts
Susana Muñoz, Associate Professor, CSU School of Education

Tom Biedscheid, Assistant Vice President, CSU Division of Enrollment and Access

Sylvia Martinez, Student Advisor, CSU Office of Financial Aid

Amy Hoeven, Advisor, CSU UndocUnited Student Organization

UndocUnited Student Organization Leadership Team

Gregor Mieder, Director of Immigrant Services and Programs, Metro State University

Lisa Duran, Executive Director of the Colorado Immigrant Rights Coalition

Yurixhi, Community Organizer for La Fuerza Latina

Leo Escalante, Coordinator, Latinx Community Network

Patricia Miller, Executive Director, Alianza Norco

Lizeth Chacon, Executive Director, Colorado People's Alliance

Dora Frias, Director of El Centro, Colorado State University

Appendix I - [Position Description for Metro State University](#) Immigrant Services and Programs Director

Director, Immigrant Services Program

Employee Information

Employee Information

Employee First Name

Employee Last Name

Employee ID



Classification

Position Details

Department Information

VP Area	Student Affairs
Position Campus Box	62
Position Address	Campus box 62, P.O. Box 173362, Denver, CO 80217
Position Phone	303-556-3676
Position Fax	303-556-3773

Position Information

Classification Title	Director
Position Title	Director, Immigrant Services Program
Title Code	DR003
Position Number	E00156
Salary Table	Salaried Administrators
Median Salary or Pay Grade Minimum Salary	
Salary for Announcement	Commensurate with experience.
Pay Type	Salaried
EClass Code	Full Time Professional Staff
Position Type	Single
Employee Category	Administrators

Function**Career Stage****Position Summary**

This position is responsible for providing leadership and oversight of the Immigrant Services Program (ISP). Housed within the Center for Equity and Student Achievement (CESA), the ISP program provides comprehensive academic support services to non-native English speaking (NNS) students, advocates for the needs of refugee and Dreamer students, conducts campus visits to area high schools/organizations, and helps educate the campus community about the needs of ISP students. The Director of the ISP program will lead ISP staff and develop the student coaching, the tutoring, and student development components of the program to promote student success and persistence. This person is also responsible for collaborating across MSU Denver and serve/lead on campus committees for maximum program development and effectiveness. The Director of ISP leads the visioning and mission of various progressive activities designed to support enrollment and retention initiatives within the Immigrant Services Program, CESA, Student Engagement & Wellness, and the University.

Metropolitan State University of Denver is an equal opportunity employer.

Duties/Responsibilities

(30%) Supervision. This position is responsible for developing performance goals, setting expectations, providing training and professional development and conducting evaluations of two professional staff. This person will ensure goals, objectives, and outcomes for the program are met.

(30%) Student Support Services. Support Services include the following: student coaching, assistance with class registration, career planning, referrals to appropriate resources on campus, assistance with financial aid forms; applications, and appeals, goal/future planning, encouraging students to participate in campus activities, academic guidance, tracking of academic progress, and determination of student's academic level and achievement of language proficiency. This position will promote, support, and participate in multicultural and equity initiatives to positively impact student retention and graduation rates. This position is responsible for ensuring ongoing evaluation and assessment of student learning outcomes and the development of new and innovative programming to support institutional priorities. The Director is responsible for setting departmental goals, particularly related to student retention and graduation, and for measuring and reporting on progress towards these goals. Related to this, the Director is responsible for adjusting departmental programs, as needed, to drive towards stated goals.

(15%) Campus Advocacy and ISP Leadership. This position will serve as chair and/or committee member on university committees that support the mission and goals of the ISP program. Identify policies and practices to better support the needs of ISP students (Dreamers, refugee students, and NNS students). Lead trainings and education efforts to inform faculty and staff about the experiences and needs of ISP students.

(15%) Collaboration with other Departments. The ISP Director is responsible for maintaining a relationship with the Admissions Office to promote a smooth transition into the University environment for matriculated ISP students. This position will serve as a resource for academic department chairs, faculty, and deans to provide training and guidance on teaching NNS students. This position will also maintain close working relationships with various stakeholders (Roadways, Financial Aid, Career Services, Admissions, English Department, Writing Center, Counseling Center, Health Center, and others) and will present to community groups and high schools on the challenges faced by ISP students in higher education as appropriate.

(5%) Professional Development. The Director is responsible for staying current on immigrant/refugee groups, various ethnic groups within groups, needs and backgrounds. This position is also responsible for staying current with immigration status issues at the local, state, and federal levels, and community services for refugees, DACA recipients and immigrants. The Director will engage in research via reading information from various list serves and other mediums as appropriate as well as promote visibility in the community through active engagement in community immigrant services organizations. Attend conferences as appropriate to assist in the development of comprehensive retention initiatives to support student success.

(5%) Additional duties as assigned by the Dean of Equity and Student Achievement. Actively participate in CESA, Student Engagement & Wellness, and Student Affairs activities and initiatives.

Required Qualifications

- Master's degree in education, student affairs, ethnic studies, linguistics, language learning/teaching, linguistic diversity
- Experience with supervision and/or leadership development.
- At least 1 year professional experience teaching, tutoring, or direct support of international students, immigrants, or refugees in a higher education setting.
- Experience determining academic level and biliteracy level of non-native English speakers/readers/writers.
- Experience with program development and assessment
- At least 1 year student or professional staff supervisory experience

Preferred Qualifications

- Experience learning a second language
- Experience tracking students using database software
- Experience with Banner
- Current knowledge of refugee/immigrant groups in the U.S
- Knowledge of ASSET/DACA/ experience working with undocumented students
- Knowledge of refugee populations and cultural differences

Work Hours

M-F 8-5. Some evening and weekend work required.

Position Percent

100

Exempt?

Yes

Date of Exemption

07/12/2013

FLSA

No

SOC Code

EO Code

1.1

Job Group

1D

Supervision

Number of Positions Supervised

2 professional staff

List Position Titles Supervised

ISP Specialist
ESL and Student Success Specialist

Required Documents

1. [Organizational Chart](#) (PDF | 48.2 KB)