Position Announcement
Director of Center for Intercultural Leadership at International House at UC - Berkeley

International House at the University of California Berkeley (I-House) is creating a Center for Intercultural Leadership (CIL) to offer a broader and more intensive program in intercultural training and education for its residents as well as UC-Berkeley students and the wider community. I-House is hiring a Director for this new Center. The position is a full-time, one-year contract position with the possibility of a career position after the first year.

International House is a multicultural residential “living and learning” center of nearly 600 students and scholars from more than 70 countries, including the U.S., who attend the University of California Berkeley. Its mission is to foster intercultural respect, understanding, lifelong friendships, and leadership skills to promote a more tolerant and peaceful world.

The Director of CIL will be responsible for designing and spearheading an expanded intercultural training initiative with the overall goal of enhancing and expanding the impact of the residential life experience at I-House by providing training in intercultural effectiveness skills. He or she will be the chief ambassador for this initiative and will be responsible for implementing the program at I-House, across the UCB campus and eventually in the community at large.

Specific responsibilities are envisioned to encompass the following activities:

- Develop a sustainable business plan for the Center which includes an annual budget and appropriate revenue raising mechanism(s) based on a compelling needs/demand assessment;
- Broaden and refine a curriculum with the goal of incentivizing current I-House residents to be more involved in I-House activities and services with a focus on intercultural education and training;
- Establish the curriculum in a manner that demonstrates the importance of intercultural skills training and the positive impact of such training on the life experiences of the UCB students and staff;
- Collaborate with campus constituents and appropriate campus colleges, schools, and departmental units to expand the CIL product of brands and services to entities such as the Haas School of Business – Center for Responsible Business and Center for Non-Profit and Public Leadership, the Blum Center for Developing Economies, the Center for Student Leadership at UCB, the UCB Career Center, and various student leadership organizations and student clubs with ethnic/multi-cultural themes);
- Support development efforts that seek funding from corporate and other interested donors through a variety of means including personal solicitation, writing grant proposals and applying for foundation fellowships and other non-profit funding opportunities;
- Extend outreach efforts to the business and corporate communities seeking training opportunities and develop partnerships with a variety of interested organizations;
- Offer regular reports to an advisory committee of the I-House Board of Directors creating both a short and long-term strategic plan for the initiative utilizing the initial vision statement for the Center as a guide;
- Implement and incorporate effective evaluation devices and mechanisms for reviewing the impact of the Center’s work on key target audiences;
- Design and deliver intercultural training programs to select student and campus groups with a focus on extending such programming to off-campus audiences once campus trainings are well-established.
Reporting: Reporting to the Executive Director, the Director of the Center for Intercultural Leadership will work closely with other directors and managers at I-House and colleagues across campus to ensure that this initiative is coordinated and integrated with the other programmatic initiatives at I-House.

Qualifications: Candidates must possess a master’s degree (doctoral degree preferred) from an accredited institution of higher education with a minimum of five years of experience in delivering intercultural training/professional education/and/or development of thematically-focused programming for both U.S. and international student populations. Higher education training experience is preferred. The successful candidate must also be able to –

- Demonstrate the ability to develop and carry out a training-related business plan;
- Show evidence of experience mentoring and motivating upper division undergraduate and graduate/professional students through targeted training initiatives;
- Serve as an ambassador and spokesperson for this new initiative with both internal and external audiences while demonstrating through example its promise for multiple stakeholders;
- Cultivate an array of campus partners to enable the program’s impact to spread across the University;
- Coordinate effectively with I-House colleagues and demonstrate the ability to integrate this initiative with other programming activities at International House.

The interested applicant who possesses these qualifications should submit a cover letter describing in specific detail how his/her background and experience has prepared him/her for a challenging and highly entrepreneurial position such as this one. In addition, the candidate should submit a comprehensive curriculum vitae listing all professional positions held since completing undergraduate studies and the names and contact information (including email addresses) of five professional references who are highly familiar with the candidate’s work in one of the professional settings cited under “professional experience” in his/her curriculum vitae.

To learn more about International House at UC – Berkeley, visit our website at ihouse.berkeley.edu

Application materials should be submitted no later than Thursday, August 15, 2013 in electronic format (PDF) to:

University of California
Campus Personnel
Berkeley, CA 94720
Jobs.berkeley.edu