

**THE OFFICE OF BLACK STUDENT DEVELOPMENT  
JOB BREAKDOWN  
BY THE 2019 BSU DEMANDS TEAM**

**STATEMENT OF PURPOSE**

This is an official document by The Black Student Union Demands Team of 2018-2019. The purpose of this document is to be a written record of the original mission and job scope of the Office of Black Student Development and its Staff. Many elements may change as the office expands and new needs arise from the black community, but the items listed are at the core of The 2019 Demands and the needs of the black campus community since 1968

**Office of Black Student Development**

The Office of Black Student Development will strive to support the Black experience at UCSB through four core principles: Advocacy, Academic Success, Recruitment and Retention, and Holistic Support.

The purpose of the OBSD is to provide resources, advocate for and help create a positive learning environment, and foster a sense of belonging to assist Black students in achieving academic excellence.

**In creating an Office of Black Student Development, we believe that the University will recognize that Black students need a concrete implementation of plans to increase the number of Black students in college who graduate and are successful, both during their time at the university and after they leave.**

**Every Position in the OBSD is responsible for holding the university accountable for the agreed upon BSU Demands of 2013 & 2019 and for Supporting Black Students by Any Means Necessary.**

**The office structure will be as follows:**

## THE OFFICE OF BLACK STUDENT DEVELOPMENT JOB BREAKDOWN CONT.

### Director

**The Director of the Office of Black Student Development is the External face of the OBSD.** Their position is primarily centered around five tasks; Expanding and Supporting the OBSD Network (35%), Developing New Funding Opportunities (20%), Managing the OBSD Staff (20%), Developing, Maintaining, and Updating the OBSD Strategic Plan(15%), and Student Support Services (10%)

### Assistant Director

**The Assistant Director of the Office of Black Student Development is the Internal facing lead.** Their primary role is centered around Supervising the OBSD Staff (45%), Maintaining Community Partnerships (30%), Annual Program Development (15%), and Student Support Services (10%)

### Business Officer

**The Business Officer is the HR and Technical Support Liaison.** Their Primary role is centered around Managing the OBSD Operating Budget and Payroll (40%)Hum, Ensuring the OBSD is compliant with Federal, State, UC, City, and University-wide Policies (35%), Maintaining the OBSD Website (15%), and Student Support Services(10%)

### Advocacy Counselor

**The Advocacy Counselor is the Defender of Student Advocacy.** Their primary role is centered around Supporting and Advising Students with Advocacy needs (30%), Managing and Tracking the Progress of the BSU Demands (30%), Working with UC Learning Center Support and campus stakeholders to create more effective training for Faculty, Staff, and Students (20%), Participating in DEI Committees (15%), and Publishing an Annual Report on the BSU Demands Status (5%)

## THE OFFICE OF BLACK STUDENT DEVELOPMENT JOB BREAKDOWN CONT.

### **Academic Achievement Counselors (2)**

**The Academic Achievement Counselors are the Academic support officers.** Their Primary role is centered around Counseling and Supporting Black Students academically (60%), Developing programming with academic targets (15%), Collaborating with The Recruitment and Retention Specialist on The Annual Recruitment and Retention (R&R) Report (15%), Assisting Graduates with Post-grad Plan development (10%).

### **Black Student Life Coordinator**

**The Black Student Life Coordinator is the Facilitator of Extracurriculars.** Their position is primarily centered around; Supporting and Mentoring Black Student Orgs and Leaders (35%), Creating University-Wide Cultural Training(15%), Creating University-Wide Cultural Programming (15%), Supporting Housing Needs for Black Students (10%), Leading the NPHC Council at UCSB (10%), Student Support Services (10%), and Providing Training Sessions for Black Student Orgs (5%)

### **Recruitment & Retention Specialist**

**The Recruitment and Retention Specialist (renamed Outreach and Retention Specialist) is the Researcher.** Their position is primarily centered around Creating, Distributing, and Analyzing the Black Student Survey (45%), Collaborating with the “Enhanced African American Recruitment Strategies” Team at The Office of Admissions (25%), Leading the Development of an Annual Recruitment and Retention (R&R) Plan/Report (20%), Student Support Services (10%).