**JOB TITLE:** **DIRECTOR – DIVERSITY & INCLUSION** Grade:

**REPORTS TO**: Associate Vice President for Student Affairs

**BASIC FUNCTION**: Cultivate an inclusive environment where differences are recognized and respected by serving as a catalyst, providing support, and ensuring collaboration and accountability.

**QUALIFICATIONS**: Master's degree in college student personnel, education, or related field. Three (3) to four (4) years of experience in diversity affairs, student activities, or related functional areas. At least three years of significant supervisory or advisory experience of graduate students or student leaders is a must. Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. Must possess an unencumbered driver’s license and the ability to successfully pass a criminal background check.

**GENERAL RESPONSIBILITIES:**

• Provide strategic vision and oversight for the Office of Diversity and Inclusion, its one (1) assistant director, multiple graduate practicum/internship students, and several student leaders/paraprofessionals.

• Mange and direct the use of institutional budget and fundraised support toward institutional, divisional, and departmental priorities. Lead out on or support multiple institutional, divisional, and departmental strategic priorities.

• Provide developmental experiences and leadership opportunities for multiple culturally-based, social justice, and underrepresented student organizations.

• Assist divisional strategic planning and assessment efforts related to diversity, inclusion, and equity initiatives as well as assist in a consultative capacity for departmental and university-wide initiatives related to diversity, inclusion, and equity.

• Co-chair the President’s Advisory Council for a Respectful, Inclusive Community

• Serve as team lead for the Bias Incident Response Team (BIRT)

• Other duties as assigned.

**SCHEDULE**: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

OCCUPATIONAL GROUP: Exempt/Executive

**SUPERVISION RECEIVED**: General supervision is received by the Associate Vice President for Student Affairs

**SUPERVISION EXERCISED**: Functional supervision is provided to assigned exempt and non-exempt personnel.

**PHYSICAL REQUIREMENTS:** Physical strength/endurance to enable individual to perform/participate in the following activities:

• Physically able to lift various materials up to 25 pounds on an occasional basis.

• While performing required job tasks, physically able to bend, crouch and reach continuously.

• While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.

• While performing required job tasks, physically able to remain seated, frequently to continuously.

• Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.

• Physically able to spend significant time reading both on paper and on a computer.

• Ability to travel by car and plane for University business. Ability to drive.

**EXPECTATIONS**: The incumbent is expected to have or possess:

• Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.

• Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.

• Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.

• Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.

• Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.

• Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.

• Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.

• Carry out all responsibilities and objectives in professional manner.

• Accept and render constructive criticism in a professional manner.

• Adhere to the policies and procedures established by St. Edwards University.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.

Employee (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_