POSITION ANNOUNCEMENT

Job Title: Chief Diversity Officer
Department: Office of Diversity and Inclusion
Reports To: Vice President for Student Affairs and Mission Integration
Level: 11
Prepared Date: September 2, 2016

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Provides vision, leadership, coordination, and strategic planning for the design and implementation of an institution wide platform to ensure diversity, inclusion and equity for all faculty, staff, and students throughout the University.
2. Ensures support of the mission of the University by coordinating divisional diversity and inclusion plans, goals, and objectives to guide work toward expected outcomes, assessment development and evaluation in concert with departmental initiatives and the overall strategic plan.
3. Identifies, develops, fosters and maintains strong internal and external relationships for the purpose of integrating diversity/inclusion initiatives which advance diversity building partnerships in the campus and local communities.
4. Provides advocacy for infusion of diversity concepts in the general education curriculum, and affinity groups that support initiatives promoting campus learning that is diverse and inclusive.
5. Develops and analyzes actionable, proactive metrics that support monitoring, needs analysis, and strategic insights regarding diversity and inclusion trends as well as the development of additional resources to support this effort. Assists in developing and implementing strategies to monitor and evaluate institution- wide progress toward creating a diverse and equitable work and learning environment that include continuous monitoring of the campus environment, regular assessment and evaluation of the campus climate.
6. Ensures successful delivery of programs/services and monitor effectiveness of inclusive culture, diversity, and engagement programs. Creates and implements communication strategies and content management for training, web resources (internal and external audiences), and print materials to support diversity and related initiatives.
7. Provides technical assistance, advice coaching and consultation to individuals and groups regarding cross-cultural conflicts and disputes, as well as policies and practices that might have an adverse impact on a particular group(s).
8. Develops and presents an array of innovative ideas and program concepts for consideration, selection, and implementation by the University. Drives diverse talent identification and retention strategies for faculty, staff and students.
9. Advises and collaborates with senior leaders to integrate diversity and equity practices into institutional employment and workplace practices including business practices and programming and in support of the University’s commitment to equal opportunity and affirmative action, in the resolution of complaints resulting from complaints of discrimination, allegations of harassment, and/or reasonable accommodations.
10. Recommends and/or initiate corrective action in compliance with laws, regulations, and/or University policy. Works collaboratively with Legal Counsel, including regularly apprising office of ongoing and/or potential legal issues.
11. Ensures compliance with applicable laws, policies, and procedures. Assists with preparing a variety of reports and correspondence, including but not limited to employment, equity and diversity and inclusion activities required by state and federal agencies.
12. Supports the Title IX Coordinator and supervise the implementation of workshops, presentations, learning modules and other strategies that promote access, diversity, equity and inclusion that enhance the quality of the University’s workforce, and develop culturally relevant inclusion skills for the diverse workplace of the 21st Century through educational and training opportunities.
13. Assumes budgetary responsibility for the department and coordinates the development of the annual budget.
14. Supervises the department staff and Director of Bridging Lost Gaps. Serves as an active member of the Mission Integration Core Team.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATIONS
The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Master’s degree (MA) in Counseling, Sociology, Social Work, Higher Education Administration, College Student Personnel, Developmental Education, Cultural Studies, Psychology, or a related area required. Four (4) to ten (10) years related experience and/or training; or equivalent combination of education and experience. Excellent command of contemporary diversity, inclusion and equity related issues. The ability to research, identify and implement best practices of diversity and inclusion. The ability to work effectively and collegially within a complex university. Must have documentable evidence of negotiation skills and work with a wide range of constituencies and educational settings. Experience with federal and state compliance issues. Strong communication and collaborative capabilities.

MANAGERIAL SKILLS
Essential managerial skills include directing (organizing, energizing, and supervising), negotiating, planning and problem solving, facilitating the work of others, clarifying goals and objectives, obtaining and giving feedback, delegating, team building, effectively communicating, evaluating, and initiating change. Ability to define problems, collect data, establish facts, and draw valid conclusions in an extensive variety of situations.

TO APPLY
Please complete the application at http://www.madonna.edu/resources/human-resources. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on My Portal > Employee Resources.

MADONNA UNIVERSITY
A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.