



**Connecticut State Community College  
Job Description  
Director of Campus Climate**

**Salary Level:**  
**CCP 18 (Subject to Willis)**

**Date Approved/Revised:**  
**1/31/23**

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**POSITION PURPOSE:**

The Campus Climate Director (CCD) staffs and supports multiple cross-campus committees to design, launch, and facilitate effective diversity, equity, and inclusion educational and training programming across the CT State Community College system. The CCD works to create a positive climate within and across our twelve campuses and ensures two-way communication between the Administrative Office and the twelve campuses, and co-leads biennium campus climate survey and subsequent action plan.

**SUPERVISORY AND OTHER RELATIONSHIPS:**

The CCD works under the supervision of the Vice-President of Diversity, Equity, and Inclusion. The CCD partners with the Director of Equity and Civil Rights, Intake and Data Manager, and multiple Campus Equity Teams to identify critical needs and develop online and presentational programs to meet those needs. Eventually, this position may supervise multiple program/population specific staff (e.g., DEI Training coordinator, LGBTQI+ services, anti-racism, and/or campus climate specialists) who will facilitate institutional and campus level climate plans and interventions.

**MAJOR ACCOUNTABILITES:**

The CCD is accountable for these duties through effective performance in these essential functional areas:

- A. Facilitation of multiple DEI related committees and workgroups.
- B. Provide coaching, training and conflict resolution support for campus DEI coordinators and committees.
- C. Project and event management.
- D. Deployment and troubleshooting for the biennium climate survey, and the development of its respective campus climate plans.
- E. Report writing.

**EXAMPLES OF DUTIES:**

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- A. Facilitation of multiple DEI related committees and workgroups
  - a. Schedule, coordinate agenda development, monitor attendance, and facilitate multiple committees and workgroups (e.g., cross-campus Title IX, Equity, and Accessibility teams).
  - b. Capture and operationalizes committee work into plans, products, and reports.
  - c. Ensure good communication flow between CT State administrative office and the twelve campuses.
  - d. Facilitate difficult discussions in DEI related subjects (e.g., race, gender, immigration) from a research-based perspective.
- B. Coaching, training, and conflict resolution support for campus DEI coordinators
  - a. In partnership with the professional and student development units, develops and launches DEI and civil rights compliance curriculum and training.
  - b. Supports DEI staff in deescalating, mediating, and resolving multiple kinds of organizational and interpersonal conflict.
  - c. Facilitates and teaches DEI or Civil Rights Compliance related training (e.g., HR Orientation, anti-harassment training).

C. Project and event management.

- a. Creates content, maintains, and organizes CT State multiple DEI related webpages and calendars.
- b. Serves as lead for multiple CT State Community College DEI related events (e.g., MLK Celebration, Hispanic Heritage Events)
- c. Serves as lead for multiple CT State Community College DEI related initiatives and programs.
- d. As necessary, supports and helps to coordinate campus level initiatives and events.

D. Deployment and troubleshooting for the biennium climate survey, and the development of its respective campus climate plans.

- a. Analyze and interprets survey results and other data. Develops organizational evaluation processes.
- b. In consultation with multiple equity committees and under the supervision of the VP of DEI selects, modifies, and deploys biennium climate surveys, and develops and deploys biennium climate initiatives.
- c. Works with individual campus equity teams to develop, deploy, and track local campus climate plans.

E. Report writing.

- a. Develops internal, state, and federal grants and reports in coordination with the Equity Team.
- b. Serves as the primary expert on campus climate data and information.

**PROFESSIONAL PARTICIPATION AND DEVELOPMENT**

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Serves as equity advisor on selected and assigned job searches.
- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

*\*\*This position provides advanced technical supports for multiple professionals and teams, and thus must keep up with latest research and practice literature in DEI related areas.*

**QUALIFICATIONS:**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and student. They are expected to have excellent oral, written and cross-cultural communication skills along with strong information technology literacy skills in areas such as Microsoft Office (Word, Excel, Outlook, Teams etc.), online teaching platforms (e.g. blackboard), CRM data management, and online survey instruments. Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Demonstrated advanced competency with structural and systemic DEI models, practices, and skills. Special emphasis on community colleges is a plus.
- Demonstrated ability to critically distinguish between research based and anecdotal DEI models and practices.
- Demonstrated ability to facilitate difficult conversations regarding sensitive areas such as race, class, gender, etc.
- Experience developing computer based and presential curricula.
- Ability to develop, mount, and analyze surveys, with a particular orientation towards DEI and campus climate improvement.
- Ability to mediate, mitigate, and resolve intrapersonal and organizational conflict.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with one to four years of related experience that includes up to two years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

**WORK ENVIRONMENT**

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent will be expected to travel across and between the twelve CT State community college campuses, and the main office to facilitate meetings, make presentations, and lead local teamwork. Ability to develop and maintain positive and productive relationships with local campus committees and stakeholder is of vital importance for this position.