



Connecticut State Community College
Job Description
Director, Office of Diversity, Equity and Inclusion

Salary Level:
CCP 20 (Subject to Willis)

Date Approved/Revised:
4/18/22

POSITION PURPOSE:

Reporting directly to the Vice President for Diversity, Equity, and Inclusion, the Director assists in the development, administration, and assessment of comprehensive equity programs, and collaboratively facilitates stakeholder engagement and education on matters of diversity, equity, inclusion, and social justice. The position provides research and writing support to the programs, policies, and procedures related to the institution's commitment to diversity, equity, and inclusion and facilitates the integration of equity and cultural competence across all aspects of the institution. The Director also advocates on behalf of the CSCC in advancing the values of equity and inclusion in the community-at-large, within the community college movement regionally, and as part of the national dialogue.

SUPERVISORY AND OTHER RELATIONSHIPS:

May supervise staff as needed.

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.

The Director of the Office of Diversity, Equity, and Inclusion shall:

- Co-facilitate the development, implementation, and evaluation of CSCC diversity, equity and inclusion strategies, initiatives, plans, and programs
- Identify, build, and sustain campus, region, and system partnerships with student organizations, college departments, and campus and/or system committees and stakeholders to support equity and inclusion initiatives and strategies
- Assist in the assessment of the political, social, economic, and institutional environment in which policy decisions are made and implemented
- Jointly, with the Vice President of Diversity, Equity and Inclusion, develop and manage budget and determine best practices to ensure the fiscal health of the office
- Communicate and collaborate with campus stakeholders to assure continued awareness of the environments in which individual campuses exist and flourish
- Monitor regional and national trends in diversity, equity, and inclusion and provide recommendations to address these trends throughout the college
- Represent the Office of Diversity, Equity, and Inclusion on CSCC regional, campus, and administrative committees
- Jointly, with the Vice President of Diversity, Equity and Inclusion, provides leadership, in consultation with CSCC human resources, CSCC shared resources offices, and/or pertinent campus offices, in response to bias-related incidents which may occur on campuses.
- Actively engages and develops partnerships with the external community to ensure that the work is anchored in the larger community's diversity, equity, and inclusion efforts.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

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

- 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.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.).

Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Strong research and organizational skills
- Knowledge and understanding of scholarship and current best practices of diversity, equity, and inclusion
- Demonstrated experience in developing and delivering diversity, equity, and inclusion programming on college campuses
- Ability to establish rapport and work cooperatively with various levels of faculty, staff, students, and other stakeholders
- Ability to apply resilient, flexible, and creativity in approaching complex problems, as well as the ability to respond with equanimity to crisis and highly-sensitive situations
- Experience working within a complex organization on strategic efforts to advance the mission of diversity, equity, and inclusion, minimum of three years, preferred

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 three to six years of related experience that includes at least one year of supervisory experience, in higher education, inclusion strategies, and initiatives utilizing an equity or cultural lens; 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 may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.