UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Vice President for Community, Equity, and Diversity

DIVISION: President’s Office

REPORTS TO: President

GRADE: 18

SUPERVISES: Office of Community, Equity and Diversity
Office of Affirmative Action and Equal Opportunity
LGBTQ Center
Multicultural Center
Women’s Center

BASIC FUNCTION:

Advise and inform the President on all issues related to diversity, equity, and the development and sus sustenance of a vibrant and diverse community of students, staff, and faculty throughout the University. Interface regularly with all Vice Presidents and all divisions to ensure that active and viable diversity and community initiatives are being developed and implemented in all divisions. Oversee the development, measurement, and reporting of campus-wide progress related to diversity, campus climate, and community, and provide direct leadership and support for student centers that support under-represented and vulnerable populations within the University community. Working as part of the senior leadership team, lead the effort to integrate diversity, equity, and community into the University’s core mission, vision, and strategies. Serve as a member of the President’s Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise and inform the President on matters pertaining to diversity, equity, and campus community initiatives.

Advise the Vice Presidents on matters pertaining to diversity, equity, and campus community, and ensure that each Division has an active and effective plan to enhance diversity and campus community.

Design and implement assessment strategies and monitor progress toward advancing diversity and community at the University.

Oversee the development and implementation of a plan for diversity education for students, staff, and faculty in coordination with the Office of the Provost and the Vice President for Student Affairs.

Provide administrative oversight and leadership for the Office of Affirmative Action and Equal Opportunity, Multicultural Student Center, Women’s Center, LGBTQ Center, and the Office of Community, Equity and Diversity.
Act as liaison for the President with the Presidential Council/Commissions, the Bias Incident Response Team, and divisional diversity committees.

Actively participate in advancing strategies for diversity through the search and hiring process.

Foster a vibrant and respectful campus community that celebrates diversity and improves the quality of life for all members of the campus community, especially members from underrepresented populations.

Produce an annual report of the University’s progress on diversity, equity, and community.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in University committees as appropriate.

Represent the University externally on matters pertaining to diversity, equity, and community.

Perform additional responsibilities as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master’s degree from an accredited institution; minimum of seven years of senior-level administrative experience in a leadership role related to diversity, educational and workplace equity, multiculturalism, and community building; demonstrated ability to design and apply metrics and benchmarking as assessment tools, and to analyze and interpret data; demonstrated commitment to enhancing diversity and equal opportunity for individuals from underrepresented groups; demonstrated leadership skills in addressing needs of students, staff, and faculty and/or other constituencies, especially members of underrepresented or underserved populations; experience with strategic planning and policy analysis; strong technical skills, including statistical analysis, database design, information retrieval, and use of social media; demonstrated ability to work collaboratively with decision makers at multiple levels of the institution; experience in planning and organizational development; excellent interpersonal skills, and oral and written communication skills; demonstrated ability to organize, coordinate, and supervise diverse professional and support staff.

PREFERRED: Doctoral degree; senior-level administrative experience in higher education in a leadership role related to diversity, educational and workplace equity, multiculturalism, and community building; working knowledge of scholarly research regarding issues related to institutional access, diversity, multiculturalism, affirmative action, community building, and educational and workplace equity in higher education.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.