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Developed by: ..... SR  
Reviewed by: .... AMC  
Approved by:.... AMC  
Date: 4/22; 8/22; 12/23

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Vice President of Community, Equity, and Diversity

**DIVISION:** Office of the President

**REPORTS TO:** Vice President of Community, Equity, and Diversity (CED)

**GRADE:** 18

**SUPERVISES:** Professional support staff and student assistants

**BASIC FUNCTION:**

Responsible for providing executive level strategic leadership, organizational development, and program management related to diversity, equity, and inclusion (DEI). Build financial, academic, reputational, and social and interpersonal resources that enable CED to contribute to the university's DEI goals. Develop and execute DEI-enhancing initiatives and programming for URI undergraduate and graduate students, staff, faculty, administrators, alumni, and other stakeholders that align with institutional priorities and strategic objectives. Serve as a recognized expert on campus for multicultural issues and serve as a trusted advisor to university leaders on matters related to DEI.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reporting to the Vice President of Community, Equity, and Diversity, help create, develop, execute, and evaluate DEI strategy that supports the university's vision, mission, and strategy.

Serve as the direct report authority for the Directors of the Multicultural Student Service Center (MSSC), the Gender and Sexuality Center (GSC), the Women's Center, and Center for Military and Veteran Education (MAVE).

Provide dotted-line leadership and support for college and unit-level DEI leaders (e.g., Assistant Deans of DEI, Associate Athletics Director of Student-Athlete Development and Inclusive Excellence, etc.) Support URI College Deans and functional unit leaders in the development of their unit-level DEI strategic goals and operational activities, ensuring alignment with CED and URI strategy.

Participate in the preparation, submission, and post-award administration of grants and intramural and external funding opportunities that support and enhance DEI at the university.

Help manage the CED budget and provide strategic and operational leadership and guidance during financial planning and administration.

Collaborate with the URI Foundation and Alumni Engagement, and other units and personnel as appropriate, to prospect and generate resources for DEI activities, events, and initiatives. Maintain familiarity with processes, channels, and opportunities that have the potential to enhance support for inclusive excellence across the university.

Lead or co-chair the university Bias Resource Team, which entails regularly convening the team to review and take action on reported bias incidents, guiding institutional evaluation of and responses to bias reports, and maintaining knowledge of and implementing higher education bias response best practices and legal requirements.

Establish and execute student-focused, as well as faculty and staff-focused, DEI professional development and learning opportunities that enhance community members' knowledge and understanding of inclusive excellence, as well as positively impacts individual and organizational behaviors, performance, and outcomes.

Create, design, implement, and evaluate small, medium, and large public DEI events at the university that celebrate multiculturalism, community, diversity, and inclusion. Execute events independently at the CED division level, as well as collaboratively with President's Office or University Events staff, as appropriate. Possess the know-how to manage the entire event cycle, including idea formation, event planning and design, vendor management, personnel, day-of operations, after action review, and other stages.

Partner with the Office of Equal Opportunity, Office of General Counsel, Academic Affairs, and other offices, as appropriate, to address personnel matters that involve, are relevant to, or can be informed by the Office of CED. Possess familiarity with labor and employment regulations and laws, and an ability to help manage and resolve employment-related conflict.

Partner with the division of Student Affairs, Psychological Counseling Center, Disability Access and Inclusion, and other relevant offices to address student-related matters that involve, are relevant to, or can be informed by the Office of CED.

As designated, represent the Vice President of Community, Equity, and Diversity and the Office of CED on committees and at meetings and events.

Create and maintain collaborative relationships with students, student groups, and student support organizations regarding DEI initiatives and activities, and serve as a liaison to external entities and community-based organizations.

Manage CED's marketing and outreach efforts using traditional and social media.

Create and deliver programs that enhance academic experience and outcomes among underrepresented and historically disadvantaged students.

Advise the Vice President of CED and University leaders on DEI-related concerns, challenges, and opportunities in various Colleges, academic units, and other areas across campus.

Engage in continuous DEI-related knowledge and skills development by staying abreast of higher education trends and issues and attending relevant conferences and learning events.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform all other duties as needed and/or assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree from an accredited institution; Minimum of ten years of combined student support, academic program management, organizational development, and/or diversity-related experience; Demonstrated supervisory experience managing employees and leading and directing work tasks and activities; Demonstrated experience overseeing and being responsible for the management of organizational units (e.g., departments, centers, institutes, etc.); Demonstrated experience managing organizational budgets and conducting unit-level financial planning and administration; Demonstrated experience handling and resolving higher education bias incidents involving students and employees; Demonstrated event management experience; Demonstrated commitment to promoting and enhancing organizational diversity, equity, and inclusion; Demonstrated ability to work in a highly confidential and sensitive environment; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work collaboratively; Demonstrated presentation skills; Demonstrated training and development skills; Demonstrated willingness to travel; Demonstrated ability to work with diverse groups/populations; and, Demonstrated website and social media management experience.

**PREFERRED:** Doctoral degree in education, management, or another field related to DEI or organization management; Demonstrated experience working at a research-intensive, land grant public university; Demonstrated experience raising funds and philanthropic support for DEI efforts and initiatives; and, Demonstrated membership and participation in diversity-related higher education professional organizations.

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