

Class Code:0383
Position #: (NUNC) (E).....
Developed by:NT
Reviewed by:SG
Approved by:LK
Date:5/13; 2/16

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Community and Organizational Development
DIVISION: President's Office (Office of Community, Equity & Diversity)
REPORTS TO: Associate Vice President, Community, Equity & Diversity
GRADE: 15
SUPERVISES: Professional and administrative support staff

BASIC FUNCTION:

Responsible for providing leadership, assessment and organizational development relating to cultural change, diversity and strategic management. Develop mentoring programs for faculty, staff and students. Develop collaborative initiatives and programs that enhance a sense of community. Create and implement educational programs that enhance multicultural competencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In concert with the CDO, assist with the implementation of the strategic vision for community and diversity efforts.

Conduct campus climate and needs assessments, and develop key performance indicators.

Support University departments and college committees in the development of their diversity goals and strategic plans consistent with University goals.

Communicate progress towards diversity goals and strategic plans to internal and external constituents.

Develop campus wide diversity programming, education and training plans.

As designated, represent the Chief Diversity Officer on committees and meetings and functions.

Serve as liaison to external entities and community-based organizations.

Director, Community and Organizational Development (NUNC) – (0383)
Page 2 of 2

OTHER DUTIES AND RESPONSIBILITIES:

Perform all other duties as needed and/or assigned.

Develop effective marketing strategies using traditional and social media.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree or equivalent degree (e.g., Juris Doctorate); minimum of five years of combined organizational development and diversity related administrative experience. Demonstrated commitment to enhancing diversity and equal opportunity for underrepresented groups; demonstrated ability to work in a highly confidential and sensitive environment; demonstrated knowledge of assessment and learning outcome measurements and the ability to apply metrics and benchmarking as assessment tools; demonstrated ability to effectively communicate with a diverse community, orally and in writing; demonstrated strong interpersonal skills; demonstrated ability to work collaboratively; demonstrated experience with data-driven decision making; demonstrated supervisory experience; demonstrated experience working with diverse populations.

Preferred: An advanced degree in organizational development, behavior science, psychology, human resources or related field; work experience in a higher education setting; web maintenance and social media.

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