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Position # : (NUNC) (E)...7188
Developed by:.....NT
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Diverse Faculty & Staff Recruitment & Retention
DIVISION: President's Office
REPORTS TO: Associate Vice President, Community, Diversity & Equity
GRADE: 14
SUPERVISES: Support staff and student workers

BASIC FUNCTION:

Direct a focused effort to recruit and retain a diverse faculty and staff. Consult regularly with the Associate Vice President of Community, Equity and Diversity, the Director of Affirmative Action, Equal Opportunity and Diversity (AAEOD), Human Resource Administration (HRA) and the Office of the Provost. Manage diversity initiatives to recruit and retain diverse employees. Develop strategies to provide support and direction to search committees. Establish national and international recruitment networks to identify diverse candidates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a focused strategic plan to recruit and retain underrepresented employees.

Provide guidance in targeted outreach by employing strategic and innovative recruitment strategies.

Develop ongoing networking relationships, collaborating with underrepresented community partners.

Work together with AAEOD and HRA to establish and manage key organizational metrics to meet recruiting goals.

Regularly assess and evaluate talent acquisition technology, tools, networks, associations, organizations, programs, and processes.

OTHER DUTIES AND RESPONSIBILITIES:

Share supervisory responsibilities for administrative and student support staff.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, and social media

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree or equivalent degree, or other advanced degree; minimum of five (5) years of progressively responsible experience in talent recruitment and retention of employees; demonstrated commitment to enhancing diversity and equal opportunity; demonstrated interpersonal skills; demonstrated proficiency with written and oral communications; demonstrated presentation or training skills; demonstrated ability to design recruitment and retention workshops; demonstrated ability to work collaboratively with diverse groups; demonstrated ability to work in a highly confidential and sensitive environment; demonstrated ability to travel.

PREFERRED: Demonstrated prior experience recruiting under-represented faculty and staff into higher education positions; demonstrated knowledge of web-based search engines and social media (e.g., LinkedIn, Monster, HigherEdjobs.com); demonstrated time and project management skills; demonstrated ability to organize, coordinate and supervise support staff and students.

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