

**Job Code: .....101342**  
**Position #: (NUNC) (E)**  
**Developed by:.....AR**  
**Reviewed by: AMC/MC**  
**Approved by:..... LK**  
**Date:.....08/19; 11/19**

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

**TITLE:** Associate Vice President and Chief Diversity Officer

**DIVISION:** President's Office

**REPORTS TO:** President

**GRADE:** 18

**SUPERVISES:** Professional and administrative staff

**BASIC FUNCTION:**

Advise and inform the President on all issues related to diversity, inclusion, equity, and the development and sustenance of a vibrant and diverse community of students, staff, and faculty throughout the University. Provide vision, leadership, coordination, strategic direction and planning to advance the University's mission and academic strategic plan. Assess community needs and work collaboratively across the university community to address needs that enhance the experience for students, faculty and staff at the University of Rhode Island.

Interface regularly with all Vice Presidents and divisions to ensure that active and viable diversity and community initiatives are being developed and implemented in all divisions. Serve on the University's Senior Leadership team. Lead the Office of Community Equity and Diversity, support and enhance a stronger sense of inclusion among campus community members. Provide innovative, progressive leadership and lead the University's efforts to build an environment of inclusive excellence. Guide equity efforts across the University to promote access and cultivate diversity as an institutional and educational resource. Serve as the University's leadership voice for community, equity and diversity. With a primary focus on faculty and staff recruitment, collaborate with colleagues to develop and implement strategies to recruit and retain a diverse workforce.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Advise and inform the President on matters pertaining to diversity, equity, and campus community initiatives. Define areas in need of attention and/or support and recommend policy changes supporting institutional goals in the areas of equity, diversity and inclusion.

Advise the Vice Presidents of each division 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. Define key areas in need of attention and/or support, recommend policy changes, and develop and implement plans supporting institutional goals in the areas of equity, diversity, and inclusion.

Develop and implement programs, initiatives, plans, partnerships across campus that promote and educate faculty, staff and students on diversity, equity and inclusion core values of the institution.

Provide strategic leadership, oversight, and vision in the administration of a range of services, programs, policies and procedures for faculty, staff and students related to advancing the University's commitment to diversity/ inclusion and equity.

Create, deliver, and analyze campus climate surveys. Oversee the creation of the schedule for distribution of surveys, lead the process to create surveys, lead the data analysis of results, and create presentations for campus community. Benchmark results with similar and aspirational institutions. Based on results, develop action plans in consultation with the President and the Senior Leadership Team to address results and enhance our community as an inclusive campus for all.

Work collaboratively with Senior Leadership to lead the design and deployment of faculty and staff development and mentoring programs that foster retention and career progression, institutional support structures for members of under-represented groups, and awareness of issues of equity and access.

Provide executive level direction in institutional equity and compliance, academic diversity initiatives, and faculty recruitment and retention and development. Assess and promote areas of oversight in support of university mission and strategic plan.

Serve as a member of the Senior Leadership Team and give voice to emergent issues of equity, diversity, and inclusion within the University and local community, and nationally as it affects the University.

Work alongside Affirmative Action and University leadership including Human Resources to identify evidence-based practices in recruitment, retention, and promotion of a diverse, engaged workforce.

Maintain ongoing research and awareness of changes in federal and state laws and regulations, and trends within higher education to ensure the integration of best practices.

Collaborate across the University to develop a core set of cultural competencies that will be featured by co-curricular activities.

Collaborate with the leaders of the Multicultural Student Services Center, Gender and Sexuality Center and Women's Center to support the work of students that advance social justice and foster cultural and historical awareness.

Collaborate with faculty in the development and assessment of curriculum related to Community, Equity, Diversity, and Inclusive Excellence learning goals.

Track and report progress towards diversity goals as outlined in the University's Academic Strategic Plan.

Create methods to coordinate inclusion efforts into campus planning processes.

**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 in higher education or related field; Demonstrated experience in a leadership role in higher education related to workplace diversity (in a workplace and learning community), inclusion, and equity and community building; Demonstrated commitment to enhancing diversity and equal opportunity for individuals from underrepresented groups; Demonstrated ability to work collaboratively with decision makers at multiple levels of the institution; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Post-graduate terminal degree in a related discipline; Demonstrated senior-level administrative experience in higher education; Demonstrated 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; and, Demonstrated administrative experience including supervision of professional staff, financial stewardship, and strategic planning.

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