

Job Code: 101500-2021
Position #: (PSA) (E)
Developed by: MGA
Reviewed by: DLJ, LK
Approved by: . . . LK
Date:10/19/21

TITLE: Assistant Dean of Justice, Equity, Diversity, and Inclusion (JEDI) Initiatives
DIVISION: Academic Affairs ((GSO) (UCAS) (Arts & Sciences) (Health Sciences))
REPORTS TO: Deans ((GSO) (UCAS) (Arts & Sciences) (Health Sciences))
GRADE: 14
SUPERVISES: Professional Staff

BASIC FUNCTION:

Reporting directly to one of the four respective Deans of the Graduate School of Oceanography (GSO), University College for Academic Success (UCAS), Arts & Sciences (A&S) or College of Health Sciences (CHS) with a dotted reporting line to the Associate Vice President and Chief Diversity Officer; to build a vibrant culture of JEDI and social belonging for all members of the respective College’s community. Responsible for working in collaboration with the respective College’s leadership team, JEDI Committee, and the URI Office of Community, Equity, and Diversity (CED) to develop, align, and/or integrate a range of new and existing initiatives, policies and procedures into a cohesive platform that will foster a more inclusive, welcoming, supportive, and diverse higher education community within the respective College. Ensure integration of JEDI/anti-racism principles and priorities in all facets of the respective College’s strategic plan, creating pathways and access to higher education for historically marginalized and underrepresented groups. Provide strategic leadership, oversight, and vision to help guide the respective College’s community in expanding and extending the values of JEDI and anti-racism through broad engagement of students, faculty, staff, partners, and alumni.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with faculty and staff to help collaboratively lead JEDI efforts in the assigned College - and across the institution. In coordination with the Office of Community, Equity, and Diversity (CED), develop, coordinate, and implement programs, initiatives, plans, and partnerships across the assigned College’s community that focus on core values of JEDI and anti-racism.

Advise and inform the Dean on all current issues and best practices pertaining to JEDI, campus climate, anti-racism, and social belonging.

Lead and engage the assigned College in JEDI related training and professional development initiatives.

Assess the assigned College's needs to determine appropriate college-wide efforts to advance JEDI internal initiatives.

In coordination with the assigned College's committee(s) and URI CED, define areas in need of attention and/or support, and recommend policy changes to align institutional goals and access in the areas of JEDI and anti-racism.

Serve as a member of the assigned College's Senior Leadership Team and give voice to emergent JEDI issues within the assigned College, the local community, and nationally as they affect the assigned College.

Work alongside URI Affirmative Action and University leadership including Human Resources, URI CED, the Multicultural Student Services Center, and other offices/programs to identify evidence-based practices in recruitment, retention, and promotion of a diverse, engaged workforce.

Support efforts to recruit, develop and retain a diverse student population and future workforce.

Collaborate with the leaders of URI Disability, Access, and Inclusion; CED; Multicultural Student Services Center; Gender and Sexuality Center and Women's Center to support the work of students that advance JEDI initiatives and goals to foster cultural and historical awareness.

Collaborate with the Office of Institutional Research to track and coordinate data related to JEDI goals and develop annual JEDI reports for the assigned College.

Collaborate with faculty in the development and assessment of curriculum related to JEDI and anti-racism learning goals.

Monitor and report progress towards JEDI goals as outlined in the University's and assigned College's Strategic Plan, suggesting revisions where appropriate.

Create incentives to develop new programs and initiatives that infuse JEDI and anti-racism into the curriculum and co-curriculum.

Provide key input and leadership to several University-wide committees as requested.

OTHER DUTIES AND RESPONSIBILITIES:

Contribute to on-going training of all the assigned College's faculty and staff in JEDI practices and understanding.

Participate in living learning community programming to assure JEDI issues are integrated.

Assist in decisions for scholarships and award processes to assure equity.

Participate in University committees as appropriate.

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

Perform additional responsibilities as required.

Willingness to travel and work nights and/or weekends when necessary.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, Microsoft Office Suite (Word, PPT, Excel), LMS platforms, as well as common social media platforms.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of five years professional experience in any combination of personnel training or programming, institutional training, and/or staff recruitment and retention; Demonstrated experience leading JEDI related initiatives (i.e., justice, equity, diversity, inclusion, community building and strategic partnerships) in higher education, private industry, non-profit, and/or government institutions; Demonstrated ability to work collaboratively with decision makers and stakeholders at multiple levels; Demonstrated ability to work collaboratively with a variety of institutions/agencies; Demonstrated ability to work with diverse groups/populations; Demonstrated experience and dedication to enhancing diversity; Demonstrated experience and dedication to ensuring equity for underrepresented or marginalized groups; Demonstrated ability to work in a confidential and sensitive environment; Demonstrated strong interpersonal and verbal communication skills; and, Demonstrated proficiency in written communication skills.

PREFERRED: Demonstrated experience in higher education; Demonstrated experience with identifying and mitigating issues and barriers associated with recruitment and retention of individuals from underrepresented groups; Demonstrated working knowledge of scholarly research and/or best practices regarding issues related to institutional access, diversity, multiculturalism, community building, anti-racism and educational and workplace equity; and, Demonstrated active participation in JEDI professional associations (e.g., NADOHE, AAC&U, APLU, NASPA, AAAED, CUPA.)

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