Chief Diversity Officer / Director, Equity and Access

Job Code 00001471

**General Description**
Responsible for overseeing the affirmative action programs and hiring practices of the university, coordinating professional development training and executive recruitment activities.

**Examples of Duties**
- Review job application and hiring decisions of managers.
- Review and resolve employee problems such as conflicts, harassment, discrimination, complaints and recommend solutions.
- Complete state and federal reports.
- Assist in recruiting faculty and staff.
- Disseminate minority information to the Special Assistant to the President.
- Monitor programs to ensure diversity in terms of AA goals.
- Analyze faculty and staff hiring patterns and identify areas that are underrepresented.
- Develop AA plan and recommend policies and procedures.
- Inform management of recent developments in EEO compliance.
- Review and develop job description announcements to ensure compliance oriented job analysis.
- Assist in professional job searches.
- Oversee TOFG program.
- Oversee operation of the Equity and Access office.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** University policies and procedures; university discrimination policies and federal and state laws; advertising entities; university employment policies and search procedures

**Skill in:** Preparing articles on research progress for publication; interacting with the university community.

**Ability to:** Read and interpret reports, data, state and federal legislative mandates; compute basic math; communicate with others.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements