Chief Diversity Officer / Director, Equity and Inclusion

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 Inclusion 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

Reviewed by 5/17