Dir, Diversity, Equity, & Inclusion

Job Code 50037958

General Description

Provide the direction, operations, and programmatic support of the office area of responsibilities, and developing, managing, communicating, and recommending talent acquisition and inclusion policies and procedures.

Examples of Duties

Direct all programs and services for the Office of Talent Acquisition and Inclusion that includes oversight for employment processing, talent acquisitions and equity and inclusion.
Hire, supervise, manage, and conduct performance appraisals for Talent Acquisition and Inclusion Office staff members.
Manage budget operations of the office including planning the budget, allocating funds to categories and management of all account transactions and expenditures
Prepare annual reports, strategic plans, administrative outcomes, surveys, and evaluations for programs and services
Develop and track program policies and recommend University policies and procedures for incorporation in University policy statements.
Provide leadership to university departments, councils, and leadership on legal mandates, policies, procedures, and strategy for employment, talent acquisition and inclusion building.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Texas State University System rules and regulations, University Policy and Procedure Statements, federal and state HR laws including but not limited to FLSA, ADA, Veteran's Administration, Homeland Security, federal immigration, and the Fair and Accurate Credit Transactions Act, and human resources management practices relevant to area of assignment; online employee application systems and processes including the university's EASY application; and employee testing programs including the university's OPAC programs.

Skill in: Promptly and accurately responding to requests for written information; preparing spreadsheets, reports, memos, and job postings; working as a team member; mediating disputes; appointing staff per policy; supervising staff; identifying problems inhibiting subordinates work performance; and verifying and monitoring subordinates' time usage.

Ability to: Read and interpret policies, procedures and requests; create and maintain HR metrics; perform intermediate math; communicate with others and convey complex

information; supervise employees effectively; conduct presentations; maintain confidentiality; multitask; establish rapport with others and utilize spreadsheet software.

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