



Asst VP, Diversity, Equity and Inclusion Faculty and Staff Initiatives

Job Code 50037555

General Description

Responsible for overseeing the talent acquisition team and efforts to recruit and hire diverse individuals while preventing discrimination and bias.

Examples of Duties

Provide leadership and supervision to the Talent Acquisition Partner.

Provide leadership, support, and guidance to the talent acquisition team.

Implement institutional Diversity, Equity and Inclusion training.

Lead effort to create an Affirmative Action Plan that will establish policy and practices related to the prevention of discrimination and bias in the recruitment and hiring process.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures, university discrimination policies and federal and state laws; university employment policies and search procedures.

Skill in: Establishing rapport with individuals; working as part of a team; and interacting with the university community.

Ability to: Read and interpret reports, data, state and federal legislative mandates; perform basic math.

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