



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Associate Vice President, Diversity, Equity & Inclusion
Status: Full-Time
Grade: 18
Union Affiliation: NUNC (non-union/non-classified)
Reports to: President

PRIMARY PURPOSE:

Advise and inform the President on all issues related to diversity, equity, and the development and sustenance of a vibrant, inclusive, and diverse community of students, staff, and faculty throughout the College. Interface regularly with all Vice Presidents and all divisions to ensure that active and viable diversity and community initiatives are being developed and implemented in all divisions. Oversee the development, measurement, and reporting of campus-wide progress related to diversity, campus climate, and community, and provide direct leadership and support for student centers that support under-represented and vulnerable populations within the College community. Working as part of the senior leadership team, lead the effort to integrate diversity, equity, and community into the College's core mission, vision, and strategies. Serve as a member of the President's Team.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Advise and inform the President on matters pertaining to diversity, inclusion, equity, and campus community initiatives.
- Advise the Vice Presidents on matters pertaining to diversity, inclusion, equity, and campus community, and ensure that each Division has an active and effective plan to enhance diversity and campus community.
- Design and implement assessment strategies and monitor progress toward advancing diversity and community at the College.
- Oversee the development and implementation of a plan for diversity and inclusion education for students, staff, and faculty in coordination with the Vice President for Academics and the Vice President for Student Affairs.
- Provide administrative oversight and leadership for Promising Practices, Unity Center, Dialogue on Diversity, Disability Services Center, Women's Center, Interfaith Center, and International student services.
- Act as liaison for the President with the Presidential Council/Commissions, and divisional diversity and inclusion committees.
- Actively participate in advancing strategies for diversity through the search and hiring process.
- Foster a vibrant and respectful campus community that celebrates diversity and inclusion and improves the quality of life for all members of the campus community, especially members from underrepresented populations.
- Produce an annual report of the College's progress on diversity, inclusion, equity, and community.

Occasional Job Functions:

- Participate in College committees as appropriate.
- Represent the College externally on matters pertaining to diversity, inclusion, equity, and community.
- Perform additional responsibilities as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree from an accredited institution.

Experience:

Minimum of seven years of senior-level administrative experience in a leadership role related to diversity, inclusion, educational and workplace equity, multiculturalism, and community building;

Skills, Knowledge and Abilities:

- Demonstrated ability to design and apply metrics and benchmarking as assessment tools, and to analyze and interpret data.
- Demonstrated commitment to enhancing diversity, inclusion, and equal opportunity for individuals from underrepresented groups.
- Demonstrated leadership skills in addressing needs of students, staff, and faculty and/or other constituencies, especially members of underrepresented or underserved populations.
- Experience with strategic planning and policy analysis; strong technical skills, including statistical analysis, database design, information retrieval, and use of social media.
- Demonstrated ability to work collaboratively with decision makers at multiple levels of the institution; experience in planning and organizational development.
- Excellent interpersonal skills, and oral and written communication skills; demonstrated ability to organize, coordinate, and supervise diverse professional and support staff.

PREFERRED:

- Doctoral degree.
- Senior-level administrative experience in higher education in a leadership role related to diversity, educational and workplace equity, multiculturalism, and community building.
- Working knowledge of scholarly research regarding issues related to institutional access, diversity, multiculturalism, affirmative action, community building, and educational and workplace equity in higher education.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the college invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.