| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 5/14/2024 | FA9686 | Director of the Maya Angelou Training Center | FA9732 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Executive Division | Office of Empowerment | Admin II | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  AFT | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
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| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| Reporting to the Chief Diversity Officer, this position is responsible for overseeing the Maya Angelou Training Center (MATC) which provides multi-faceted comprehensive diversity and inclusion through developing training, curriculum, and workshops that facilitate understanding of issues related to diversity and intergroup relations. The Director of the Maya Angelou Training Center provides support to the Chief Diversity Officer in the development and implementation of the DEI strategies and serves as a point of contact for internal and external partnerships for the college. This position implements and administers multi-faceted comprehensive diversity training and curriculum opportunities for faculty, staff and students. This position is responsible for all aspects of the CEI initiatives, including oversight of programs initiatives RISE Institute, Inclusion Advocates, Safe Zone Training, Diversity Fellows, and the Digital Badging program sponsored through the Maya Angelou Training Center. The successful candidate provides leadership of the CEI and will be responsible for partnering with other areas of the College to provide education and training around cultural agility, and work to enhance substantive opportunities for interaction between and among diverse campus constituents and the surrounding community. Additional responsibilities include but are not limited to: establishing positive, collaborative and creative environments in support of a diverse student, faculty and staff population; recruiting, hiring, supervising, training, mentoring, and evaluating staff and students; guiding the use of department resources and budget to assure initiatives and student outcomes are achieved; working cooperatively with faculty to identify and implement learning tools and technologies that enhance initiative content and delivery; steering initiatives relating to course, and initiative assessment in a broader context of program improvement; using problem solving and conflict resolution skills in addressing both faculty, staff and student concerns; and, representing all Center initiatives and providing direct support to the CDO as well as in the greater community. The Director for the Maya Angelou Training Center position is an administrative role that combines leadership, stewardship and management skills to ensure the department operates efficiently and effectively. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| FS9589, FS9631, SSDIIN |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 30 | 1 | This position implements and administers multi-faceted comprehensive diversity training opportunities for faculty, staff and students. This position is responsible for all aspects of the CEI initiatives, including curriculum development, training, oversight of programs initiatives RISE Institute, Inclusion Advocates, Safe Zone Training, Diversity Fellows, and the Digital Badging program sponsored through the Maya Angelou Training Center. The successful candidate provides leadership of the CEI and will be responsible for partnering with other areas of the College to provide education around cultural agility, and work to enhance substantive opportunities for interaction between and among diverse campus constituents and the surrounding community. |
| 25 | 2 | Additional responsibilities include recruiting, hiring, supervising, mentoring, and evaluating professional staff and students; guiding the use of department resources and budget to assure initiatives and student outcomes are achieved; working cooperatively with faculty to identify and implement learning tools and technologies that enhance initiative content and delivery. Conduct workshops related to student success including study skills, time management, and financial literacy. Responsible for creating a community of learning and implementing educational and cultural programming. |
| 10 | 3 | Creates initiatives that build upon the College’s efforts to cultivate policies, practices, and structures that ensure an inclusive, equitable, and hospitable environment for students, staff, faculty, and the community. |
| 10 | 4 | Serve as a liaison with the academic departments to ensure accurate advising information is communicated to students. Additionally, consult with faculty and other college staff regarding student success and determine the most appropriate steps to improve or support student success. |
| 10 | 5 | Develop and maintain community contacts, collaborate on activities and events with various organizations and associations to build positive working relationships/partnerships with the community to provide referral services to students. |
| 10 | 6 | To develop and implement new programs that directly confront retention disparities. Serve as a liaison with the Student Affairs Division to establish resources and outreach strategies particularly for marginalized and underrepresented groups. |
| 5 | 7 | Perform all other duties as may be required. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| • Knowledge of the community college environment and how it operates.  • Understanding of the student group that is to be served.  • Ability to successfully cultivate relationships with internal and external stakeholders.  • Working knowledge of various student retention tools, methods and trends.  • Ability to refer students to appropriate offices on campus and to four-year institutions. |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * Master’s Degree from a regionally accredited institution or a Bachelor’s Degree and three years of experience related to diversity, equity and inclusion (DEI) * Demonstrated experience in developing and facilitating DEI curriculum, trainings and presentations. * Demonstrated experience in managing programs related to diversity and inclusion. * Demonstrated experience in management and supervision of diverse teams. * Demonstrated experience in organizational skills including experience in implementing programs, policies and procedures related to DEI. * Experience working with diverse populations   **Preferred**   * Ph.D. from a regionally accredited institution with a research focus on sociology, dispute resolution, human rights, diversity, equity and inclusion. * DEI Certification * Progressive professional experience in complex institutional organizations, preferably post-secondary education institutions. * Higher education success coach or similar position preferred. * Bilingual abilities, including reading, speaking, and writing preferred |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Dr. Dale Dan **Supervisor’s Signature:** \_Dr. Dale Dan\_\_\_\_\_\_\_ **Date:** \_05-10-2024\_\_\_

**Dean/ELT’s Name:** Dr. Dale Dan **Dean/ELT’s Signature:** \_\_Dr. Dale Dan\_\_\_\_\_\_\_ **Date:** 05-10-2024\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe\_\_\_ **Date:**\_\_5/15/2024\_\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9686 **Date:** **5/10/2024 Supervisor’s Position #:** FA9732

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises