(PD-1210) Director for Student Diversity and Belonging

POSITION INFORMATION

Internal Team:* SL-SA - Diversity & Inclusion-140010
Job Code/Employee Classification:* Administrator II
  
Job Code: 3312

MPP Job Code: S 01 5
Position Number: Associate DOS & Dir of the CCC
  
Position no: SL-00004893

CSU Working Title:* Director for Student Diversity and Belonging
Reports To: AVP Diversity & Inclusion
Campus:* San Luis Obispo
Division:* Student Affairs
College/Program:* SA - Diversity & Inclusion
Department:* SA - Diversity & Inclusion - 140010
FLSA Status:* Exempt

SENSITIVE POSITION

Sensitive Position: Yes

Job Summary/Basic Function:* Services that support student diversity, equity and inclusion consist of the Black Academic Excellence Center, Dream Center, Gender Equity Center, Men and Masculinities Program, MultiCultural Center, and the Pride Center, which support underrepresented populations, advocate for social justice, and provide welcoming spaces for our students. Their events and services encourage identity exploration and community building, as well as cultural competency development of all Cal Poly students. This program collaborates across campus to establish meaningful campus and community involvement in building cultural competency, and supports students and the campus in providing an inclusive and accepting campus environment, providing training and outreach to target populations.

Under general direction of the Assistant Vice President for Diversity and Inclusion, the Director assumes responsibility for managing administrative and programmatic operations of the Black Academic Excellence Center, Dream Center, Gender Equity Center, Men and Masculinities Program, MultiCultural Center, and the Pride Center. The Director will manage the development and implementation of intersectional offerings, and the development of a LatinX Center and a Native American, Indigenous, Aboriginal Center. The Director creates strategic vision and direction and establishes program priorities, monitors progress toward achieving program goals, and conducts assessments to evaluate program effectiveness. The Director serves as a key member of the Student Affairs on Diversity and Inclusion team and serves as a principle advisor to the AVP for Diversity and Inclusion on strategies to accomplish Student Affairs goals and objectives.
Minimum Qualifications:

Master’s degree and five (5) years of progressively responsible managerial experience in the area of diversity and inclusion and/or student services.

Demonstrated experience using strong communication, consensus-building and conflict-resolution skills to navigate sensitive and often highly-charged situations to resolve problems.

Demonstrated success managing and developing a diverse group of students and employees.

Required Qualifications:

Demonstrated ability to maintain high quality and standards of work, initiative, ethics, commitment, and professional responsibility and judgment. Ability to represent the university in a professional and conscientious manner.

Comprehensive knowledge of effective people management practices and supervisory skills including motivation, training, professional development, conflict resolution, and progressive discipline, with the demonstrated ability to effectively model appropriate professional behavior.

Demonstrated understanding and application of program development, training, and coordination skills. Ability to research, plan, evaluate and implement programs and services.

Knowledge of, and ability to apply, current best practices in student developmental theory when developing or modifying policies and practices.

Ability to research, interpret, communicate and apply technical procedures or regulations as well as federal, state, CSU and University policies and procedures.

Demonstrated ability to review and act upon complex individual and organizational problems and make recommendations to influence change in educational policy.

Demonstrated skill in fiscal analysis, budget administration, and knowledge of basic principles of accounting and financial management.

Demonstrated skill extracting, interpreting and compiling qualitative and quantitative data for a variety of audiences, and to effectively communicate results of analyses.

Ability to develop and implement a comprehensive assessment and research plan to include analytical studies and interpretation of data.

Demonstrated practical application of facilitation, advising, mediation, conflict resolution, and negotiation.

Demonstrated customer service skills, including a high level of diplomacy and professionalism.

Ability to initiate, establish, and foster collaboration and teamwork by maintaining a positive, cooperative, productive work atmosphere inside and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling and punctuation.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
Preferred Qualifications:

Master's degree in student services or closely related field.

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Cultural competency training.

Training in conflict resolution, mediation, and diversity and inclusion work.

Special Conditions:

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

N/A

Mandated Reporter:

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:

☐ Yes  ☐ No

Conflict of Interest:

None

Supervises Employees:

☐ Yes  ☐ No

Job Duties
## JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Provide leadership, strategic planning and oversight of the Black Academic Excellence Center, Cross-Cultural Centers and the Dream Center.</td>
<td>Essential</td>
</tr>
<tr>
<td></td>
<td>Identify, develop, implement and oversee additional centers and programs to serve underrepresented student populations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop, implement and manage training and orientation for the Black Academic Excellence Center, Cross-Cultural Centers, Dream Center and the LatinX Center.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recruit, evaluate, and retain professional staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage department budgets, prioritizing program funding, establishing long- and short-term goals, reviewing IRA proposals and funding, and monitoring Student Success Fee goals and objectives.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create new programs and services that will advance student belonging, success, retention, and timely graduation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collaborate with the Office of University Diversity and Inclusion, faculty and staff to establish meaningful campus and community involvement in building cultural competency, and support students and the campus in providing an inclusive and accepting campus environment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Represent Student Affairs, and diversity, equity and belonging programs to the public, media and off-campus organizations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop policies and procedures and work to modify and improve existing policies and procedures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collaborate with students, faculty and staff to develop solutions and service improvements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Establish program priorities, lead staff in developing plans and monitor progress toward achieving program goals.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct assessments to evaluate program effectiveness, develop and implement improvements and programming to meet goals and objectives.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop, capture, and use metrics, standards, and service levels to evaluate department operations, establish trends, and implement changes or new programs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oversee program communications such as website, social media, and other forms of communication.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serve as a key member of the leadership team and serve as a principle advisor to the Student Affairs, Diversity and Inclusion on strategies to accomplish goals and objectives.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serve as a member of the Bias Incident Response Team.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Perform other job-related duties and special projects as assigned.</td>
<td>Marginal</td>
</tr>
<tr>
<td></td>
<td>Serve on division and university-wide committees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attend training and maintain skill currency as appropriate to safely and-effectively complete assignments.</td>
<td></td>
</tr>
</tbody>
</table>

Director for Student Diversity and Belonging - PageUp People
https://admin.dc4.pageuppeople.com/v5.3/provider/manageJobs/editJob....