

**Name:** \_\_\_\_\_

**Working Title:** Vice President for Equity & Inclusion and Chief Diversity Officer    **Classification:**    Administrator IV

**Department:**    Office of Equity and Inclusion

### **PART I – STATEMENT OF DUTIES AND RESPONSIBILITIES:**

#### Relationships:

Reports to:                      President

Direct Reports:                Administrative Coordinator and an expanded team to be developed in coordination with the Vice President

Internal Contacts:            Campus community of students, faculty, staff and administrators, including but not limited to the University Cabinet, Deans, Office of Equity & Compliance, Human Resources, Faculty Affairs, Strategic Communications, Student Success, Faculty Senat Faculty Educational Equity Committee, Commission on Inclusion and Diversity, and student leadership/student groups

External Contacts:            Equity and inclusion leaders on other California State University (CSU) campuses and across the nation; CSU Chancellor's Office staff, professional associations, CSUN alumni and external community, philanthropic partners as well as community, governmental organizations and granting agencies with expertise and interest in equity, diversity and inclusive excellence in higher education

#### **Scope of Functions and Responsibilities:**

The inaugural Vice President for Equity & Inclusion and Chief Diversity Officer (VPEI) reports to the President and serves as the university's executive-level innovator and strategist responsible for guiding efforts and creating opportunities to embed and ensure the centrality of CSUN's core values of justice, equity, diversity, inclusion, accessibility and belonging (i.e. core equity values) across all aspects of the University. As an integrating partner and collaborator, the VPEI proactively leads, develops and implements plans, programs, and activities that advance and operationalize the University's mission and values as well as the strategic directions, priorities and core equity values outlined in [CSUN's Road Ahead](#). As the first administrator to occupy this position, the VPEI will help further define the equity infrastructure needed to establish CSUN as a university that leads and lives up to its commitments to provide a campus culture where all students and employees from historically marginalized, underserved or underrepresented communities can thrive. The VPEI develops strong relationships with the Office of Equity & Compliance and makes referrals to address discrimination, harassment and civil rights violations.

The VPEI employs a data informed approach to enact or change practices and structures to guide the University in becoming a more equitable, diverse, and inclusive campus. The VPEI supports the highest quality learning environment in support of student success and equitable educational opportunities.

Duties and Responsibilities:

**Leadership & Management**

- Develops, leads and champions efforts that operationalizes CSUN's vision and commitment to inclusive excellence and an equitable educational and working environment.
- Working collaboratively with University Cabinet, drives the integration of core equity values into planning and goal setting processes, including core equity values into our operational infrastructure to inform decision-making, academic and student programs, administrative operations, resource allocations, fundraising priorities, campus communications and other structures that impact campus culture and the experiences of students and employees.
- Provides innovative, visionary leadership for the development or revision of university policies, structures, practices and procedures that promote an inclusive culture and are in alignment with campus values to enable members of the community to achieve their full potential and function effectively in a diverse, inclusive environment.
- Leads efforts to establish and promote accountability for learning and action on justice, equity, diversity, inclusion and belonging from a place of compassion, respect and care.
- Provides leadership and management of an expanding team of professionals in the Office of Equity & Inclusion in order to support and operationalize the University's equity infrastructure in alignment with CSUN's [Road Ahead](#) goals and core equity values while also empowering and catalyzing efforts of colleagues across campus engaged in justice, equity, diversity and inclusion work.
- Serves as the leader of the CSUN's Commission on Inclusion and Diversity and oversees efforts to engage the Commission in an advisory capacity to the President to support and amplify the impact and effectiveness of a wide range of diversity and inclusion programs and activities relating to students, faculty, and staff.
- Advances CSUN's inclusive excellence through engagement with alumni and other community partners; supports inclusive philanthropy and community engagement in order to cultivate external relationships and resources in support of initiatives that advance the University's core equity values.
- Manages the Office of Equity & Inclusion, including budgeting and monitoring expenditures, and ensuring that human and financial resources are properly administered to maximize impact of programs and initiatives. Develops and effectively articulates funding needs and strategies to support the implementation and sustainability of initiatives.
- As a member of the University Cabinet, the VPEI will contribute to and drive a culture that fosters the professional and personal well-being of the community, exemplifying the attributes of the campus [Leadership Principles](#).
- As a leader within the CSU, the VPEI collaborates with system-wide colleagues, including Chief Diversity Officers, to advance the mission and recognition of the transformative impact of the CSU across the state and nation. Works in alignment with and as a partner on the initiatives, goals and systemwide policies in accomplishing shared equity goals.

### **Thought Leadership & Data Stewardship**

- Advises senior leadership about strategic equity and inclusion planning and implementation efforts that maximize institutional strengths and respond to identified needs in order to maintain an intentional and sustained focus on achieving inclusive excellence. Makes recommendations for systemic and organizational actions needed to achieve real and sustained progress toward a diverse and inclusive learning and work environment.
- Participates in educational and professional networks as an informed and committed advocate of the university.
- Serves as an ambassador for the University by publicly expressing the University's core equity values and promoting university efforts and accomplishments in the areas of equity and inclusion.
- Leverages data to inform and help set clear measures of accountability and success indicators for advancing core equity values, institutional goals and priorities. Implements a robust system for collecting and analyzing data related to diversity and equity on campus. Reviews and develops indicators to inform the President and the senior leadership team on progress and trends in order to identify opportunities for growth.
- Regularly assesses the campus climate, surveys the CSUN community, and uses metrics to track progress toward equity goals.

### **Facilitation and Coaching**

- Collaborates with students, faculty, staff and administrators across campus engaged in equitable and inclusive learning and working initiatives to provide thought partnership, build bridges and amplify their efforts and promote an inclusive culture.
- Creates structures that intentionally and regularly promote collaboration, trust, and communication between individuals, groups, committees, and coalitions advancing inclusive excellence and equity work, so they can easily share information and build effective, efficient, and synergistic efforts.
- Partners and collaborates with campus units (e.g. Office of Human Resources, Faculty Affairs and the Center for Teaching and Learning) to create strategies, tools and training to increase competencies and institutional knowledge about identity-based and intersectional diversity, including racial justice, disability justice, individuals without documentation, LGBTQIA+ communities, veteran communities, formerly incarcerated/justice-involved communities and people or groups from different religious/spiritual worldviews and traditions, recognizing that each population is not monolithic or mutually exclusive..
- Creates a communication strategy that provides visibility to CSUN's cultural wealth, proactive equity innovations and progress in inclusive excellence. Develops tools that inform, educate, inspire and empower the campus community and external partners.
- Oversees an annual reporting of progress that ensures the transparent communication of challenges, efforts, impact and next steps.

### **Minimum Qualifications:**

- A Master's degree from a regionally accredited institution
- A minimum of eight years full time work experience advancing equity and inclusion initiatives through best practice programs, education, and awareness, at least five years of which must be in a leadership capacity
- At least three years of demonstrated and direct experience in building financial capacity to enact equity and inclusive excellence initiatives through the successful securement of federal, state or private grants and philanthropic investment.

### **Preferred Qualifications:**

- Doctorate degree from a regionally accredited institution.
- Experience in higher education and a university system setting.
- Demonstration of in-depth, contemporary knowledge on issues of: access, inclusion, diversity, equity, and multiculturalism in a large complex organizational setting, with a strong lens of intersectional understanding regarding race, gender, sexuality, disability, immigration status, veteran status, and other dimensions of personal and social identity.
- Demonstrated experience in implementing intersectional approaches in the advancement of equity and inclusive excellence in a learning and working environment.
- Demonstrated record of collecting and using data to assess the effectiveness of initiatives and to achieve measurable results.
- Demonstration of well-developed skills in facilitating inclusive dialogues that enable positive growth.
- Demonstrated experience in developing and translating strategic goals into actionable plans for implementation, and experience in institutional change management.
- Demonstrated record of building consensus, finding support and working through competing interests.
- Outstanding written and verbal skills and the ability to convey complex information and concepts in accessible terms, that are relevant and meaningful to specific communities.
- Outstanding interpersonal communication skills including the modeling of curiosity, listening to learn and understand, diplomacy, inclusion, and consensus building to inform the decision-making process and sophisticated relational ability to connect with others across intersectional identities and belief systems.
- Demonstration of anticipatory, solution-oriented thinking around broad cultural and societal concerns.
- Crisis management experience and the ability to provide intellectual and emotional leadership, bringing communities together during challenging and sometimes public or high-profile circumstances.
- A high level of energy, focus and the capacity to effectively partner with the president, cabinet, deans, faculty, staff, and students of diverse backgrounds.
- Demonstrated success in leading a team and the willingness to serve as a motivator and mentor to staff while achieving university, division and unit goals.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Employee

\_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor