

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: EXECUTIVE OFFICER OF EQUITY AND ENGAGEMENT**

### **SUMMARY DESCRIPTION**

As a non-represented, direct report to the Superintendent/President or designee, and a member of the Executive Leadership Team, the Executive Officer of Equity and Engagement (EOEE) leads and advances a college culture of diversity, equity and inclusion, cultural competence, and leadership/employee development. Plans, implements, guides, organizes and monitors a wide range of programs that conceptualize, define, assess, nurture, retain and cultivate a diverse and inclusive employee population. Provides leadership to all constituent groups planning, recommending, developing, implementing and overseeing projects and/or programs and activities that cultivate employee diversity, racial/ethnic equity, inclusion and professional development.

The (EOEE) is the lead equity and inclusion strategist, responsible for oversight of the college Professional Development department, developing training and initiatives to create, foster, and sustain an open and inclusive environment that promotes a college culture of social justice, fairness, and belongingness. This leader has the ability and willingness to engage in courageous conversations that maintain and enhance inclusive environments where students and employees alike will thrive. The EOEE provides leadership to the entire college community. The EOEE is a committed, dynamic leader who embraces cultural competence, inclusive participation, and sets a management standard of leadership ensuring accurate and timely processes and procedures in support of student success and achievement.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, support, implement and promote the District's Employee Diversity, Equity, and Inclusion Plan.
2. Develop, recommend, lead train and evaluate opportunities to support and enhance district-wide employee equity, teaching and learning, diversity and inclusion efforts, as well as professional development programs that optimize organizational culture.
3. Collaborate with constituencies to build, encourage and incorporate equity competencies across the district and remove barriers to a working and learning environment free from harassment, retaliation, and discrimination.
4. Understand, interpret and apply relevant provisions of all relevant federal, state and local laws, statutes and/or regulations. **E**
5. Plan, recommend, develop and cause to be developed, implement, guide and/or participate in the development and implementation of District policies, procedures, protocols and programs that conceptualize, define, assess, nurture, recruit, retain and cultivate a diverse and inclusive employee population. **E**
6. Monitor diversity and inclusiveness progress and regularly report to the Superintendent/President, Governing Board, executive staff and college community. **E**
7. Plan, recommend, develop and cause to be developed, and/or participate in the development of District procedures that enable the District to proactively respond to equal opportunity and discrimination issues. **E**
8. In collaboration with faculty, staff, administrators, provide leadership to plan, develop, organize, coordinate and implement programs, activities, initiatives and operations that support the District's commitment to equal opportunity, a discrimination and harassment free learning environment, and a safe climate for all college community members. **E**

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9. Assess, evaluate and report on the effectiveness of employee equity, social justice, and professional development programs, services, strategies and approaches. Conduct qualitative and quantitative studies to monitor and assess college climate and professional development programs. *E*
10. Develop and oversee expenditures and monitoring of assigned budget, forecast funds needed, monitor expenditures. *E*
11. Develop and disseminate educational materials and in-service training tailored to faculty, staff, administrators, and sometimes students; utilize online, social media, print and media communication strategies to raise awareness of available resources to students, staff, faculty, and administrators. *E*
12. Develop external community partnerships leverage resources, engage in community activities that promote programs and College goals. *E*
13. Participate in the selection, training, supervision and evaluation of assigned faculty and staff. *E*
14. Collaborate with Director of Human Resources, Vice President of Human Resources and Director of Employee Relations and Title IX regarding equity and inclusion as they relate to staffing plans, hiring policies and procedures, staff evaluations, outreach efforts, employee recruitment, and professional development.
15. Develops and conducts new hire onboarding programs to develop faculty, staff, and administrator engagement.
16. Collaborates in setting professional development priorities and in designing and directing professional development programs for all District employees.
17. Assist, train, and advise hiring committee monitors/facilitators including Equal Employment Opportunity (EEO) Officers, Hiring Compliance Officers and/or Equity Advocates.
18. Advise committees dealing with human resource matters concerning equity, inclusion, diversity issues, and professional development.
19. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

An understanding of the complexity and multiple dimensions of diversity, inclusion, and equity, including but not limited to age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation and socioeconomic status;  
Demonstrated leadership in the creation and delivery of campus-wide and community-wide diversity, inclusion and intercultural competency training programs;  
Effective teaching and learning theory and strategies;  
Proven ability to work with sensitive and confidential information;  
Strong leadership and an ability to cultivate a common vision and collaborative culture to achieve institutional goals;  
Effective problem solving and leadership skills to bring about transformational change;  
Contemporary issues of inclusion, social justice, diversity, access and equity, including the current scholarship and pedagogical approaches that inform and address these issues;  
Methods and techniques of leadership and management.  
The complexity and multiple dimensions of diversity, inclusion, and equity including age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation, and socioeconomic status.  
Pertinent federal, state, and local laws, rules, regulations, guidelines, and provision.  
Principles and practices of budget preparation and administration.  
Organizational, operational, and structural functions of postsecondary institutions.

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Methods and techniques of research, analysis, and decision-making related to needs assessments and determining proportionate impact.

Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.

English language usage, spelling, grammar, and punctuation.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic online and social media marketing applications.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

Provide leadership in creating a vision for equity and community engagement;

Lead and inspire a wide-range of campus constituents, including students, faculty, staff, parents, and administrators, with diplomacy and tact.

Build partnerships and collaborations across the District.

Engage and successfully establish stakeholder involvement, community building, networking and deploying effective programs;

Communicate effectively, through written as well as interpersonal and group communication skills, at all levels of the college, with administration, faculty, staff, students and external constituents including alumni and potential donors;

Organize, assess, and manage projects effectively, efficiently, and timely.

Effectively facilitate and deliver well-organized and structured presentations to diverse constituents.

Demonstrate excellent attention to detail and strong problem solving skills.

Research, compile, assemble, analyze, and interpret data from diverse sources.

Conduct meetings and serve on a variety of committees.

Work successfully with District faculty, administrators, and staff.

Operate office equipment including computers.

Create and edit word processing, spreadsheet, and database software documents.

Prepare and present a variety of clear and concise reports.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Master's degree with major course work in education, psychology, sociology, human resources, legal studies, or a related field and one year of formal training, internship experience reasonably related to the administrator's administrative role and three years of diversity experience including stakeholder engagement and human diversity or related issues.

**DESIRED QUALIFICATIONS:**

Five years of experience leading diversity work with evidence of increasing responsibility.

Minimum of two years of formal training and experience in developing and implementing high impact professional development and employee diversity and inclusion strategies.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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