

ASSOCIATE DEAN – COMMUNITY COLLEGE (DIVERSITY, EQUITY AND INCLUSION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of President of the Community College, the incumbent of this position coordinates and promotes comprehensive efforts related to establishing diversity, equity and inclusion (DEI) throughout the Westchester College campus, its extension sites and the greater community. Responsibilities involve promoting DEI best practices in such areas as recruitment and retention of employees and students, awareness, and campus culture. The incumbent serves as part of a system-wide network of Diversity Officers to support the implementation and evaluation of the college's strategic plan for diversity. Extensive liaison is also maintained with the President and her cabinet to ensure executive management at the College is fully aware of all programming in development and issues in need addressing, as well as to ensure the effective coordination of campus and communications. Supervision is exercised over professional and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works collaboratively with campus leaders, faculty, staff, students, various committees, and constituents to promote diversity, equity and inclusion programs;

Develops and implements college-wide initiatives aligned with the college's overall strategic goals to ensure diversity and in support of SUNY's inclusion goals;

Meets with faculty members, department chairs and the academic leadership team to address diversity issues and concerns related to scholarly activities and classroom climate;

Ensures the effective dissemination of all DEI-related information throughout the college and broader community;

Maintains extensive liaison with all committees engaged in promoting the goals of diversity, equity, and inclusion to provide expertise, direction and technical assistance in ensuring the consistency of programming developed to promote these objectives;

Enlists the cooperation of constituents and community stakeholders for their expertise and knowledge of implementing DEI plans;

Works with the County's Human Rights Commission to review and discuss areas of mutual concern and to form consistent goals and objectives with regard to diversity in the Westchester County greater community;

Chairs the college-wide Diversity, Equity and Inclusion Committee;

Ensure effective communication the Office of Human Resources, as well as Legal Counsel, to ensure compliance with the EEO and Office of Federal Contract Compliance as well as other applicable issues'

EXAMPLES OF WORK: (Cont'd.)

Work with the College's Office of Human Resources in search-related processes such as reviewing the composition of search committees, conducting affirmation action charges, recommending ad placements, and reviewing the applicant pool.

Prepares and submits internal and external reports including the federally mandated Affirmative Action plan;

Serve as the Chief Diversity Office liaison to SUNY's Office of Diversity, Equity and Inclusion;

Uses automated computer applications such as spreadsheets, word processing, calendar email and database software in performing work assignments.

DESIRED PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of federal, state and local laws and regulations related to affirmative action, Title IX and civil rights enforcement; thorough knowledge of the principles and practices of administration, management, and supervision; good knowledge of the issues faced by victims of discrimination; ability to comprehend, analyze and interpret laws and regulations and supervise their application to specific situations; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to identify critical factors and to formulate realistic proposals; ability to communicate clearly and effectively, both orally and in writing; ability to develop and implement policies and procedures; ability to prepare, present and support reports to officials and the public both orally and in writing; ability to establish and maintain effective working relationships; the ability to work collaboratively and effectively with faculty, students and staff across many departments, schools, and the community; ability to assign and supervise the work of professional, administrative and clerical staff involved in the enforcement of human/civil rights statutes/regulations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; imaginative; initiative; tact, diplomacy; integrity; diligence; sound professional judgment; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: A Master's Degree* and seven years of related experience, three years of which should have been in an administrative supervisory position in a secondary institution, and two years of experience which must have been in the field of diversity, equity, inclusion, social justice and/or civil rights compliance.

NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education.

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Juris Class: Pending
DRC3

Job Class Code: E0948
Job Group: W03