

**Position Title:** University Officer for Diversity & Inclusion

**Reports to:** Vice President for Mission

**University Mission Statement:**

*Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.*

A University Officer for Diversity and Inclusion at the University of St. Thomas not only honors the richness of human difference but contributes to the fulfillment of the University Mission by promoting the dignity of every person at the University and supporting other activities that demonstrate this fundamental principle of the Catholic intellectual tradition. The new officer should help the community to live out the social justice imperatives inherent in the Catholic heritage and to bring the University to the leading edge of inclusion and promotion of the common good, crucial to the complexities of the current world.

**ESSENTIAL FUNCTIONS:**

1. To advance the university's mission and goals related to diversity, equity, affirmative action, inclusion and human rights by supporting existing programs, policies, and initiatives as well as developing new ones as appropriate.
2. To chair the University's Committee for Diversity and Inclusion and update, as necessary, the University's Diversity Action Plan;
3. To support and further the University's strategic plan;
4. To promote opportunities for education and dialogue toward an understanding of diversity and inclusion, i.e., grow diversity by providing an understanding of the meaning of diversity and inclusion;
5. To advise and assist University efforts to recruit and retain a diverse community of faculty, staff and students;
6. To work with the Office of Institutional Effectiveness in assessing campus climate and to develop strategies/training to improve it;
7. Partner with the Center for Faculty Development; Student Affairs; Student Diversity and Inclusion Services; Human Resources; Disability Resources; LGBTQ; Luann Dummer Center for Women; and with ad hoc affinity groups, as appropriate, to offer workshops and other programs appealing to a wide variety of individuals and groups that support understanding multiculturalism within the University's Mission;

8. Serve as an ombudsperson when conflicts arise among University constituents in matters of diversity and inclusion;
9. To be responsible for the assessment and effectiveness of diversity and inclusion initiatives.
10. To write grant proposals to support initiatives for diversity and inclusion;
11. To solicit requests for and administer the Loftus Endowment grants;
12. To provide university-wide enrichment activities/speakers, particularly during such occasions as heritage months;
13. To serve as the University's Affirmative Action Officer, Title IX Officer, EEO Officer and ADA Section 504 Coordinator;
14. To be responsible for the update and maintenance of the Diversity website
15. To serve on the President's Cabinet and to assist this group and others with understanding of diversity and inclusion and implications for policies and decisions.

**REQUIRED QUALIFICATIONS:**

- Graduate degree required. Doctorate or 5 years applicable professional and leadership experience preferred;
- Successful record of experience and leadership in advancing diversity in a higher education environment;
- Excellent listening and communication skills, oral and written;
- Understanding of equal opportunity, affirmative action, and other compliance regulations in the context of higher education.

**DESIRED SKILLS/KNOWLEDGE/ABILITIES:**

- A record of good judgment and interpersonal skills;
- Knowledge of EEO, affirmative action, Title IX and disability access regulations and procedures, and diversity and equity issues;
- Evidence of the ability to develop initiatives to foster a more diverse and inclusive campus;
- Proven ability to work with individuals from varied multicultural backgrounds in a team environment;
- Ability to develop effective work teams and provide motivation in the accomplishment of desired outcomes;
- Ability to deal with often confrontational and emotional issues and individuals.
- Knowledge of current issues in diversity and inclusion scholarship.