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| **JOB TITLE:** Chief Diversity, Equity and Inclusion Officer | **LOCATION:** Oregon City, OR |
| **DIVISION/DEPARTMENT:** Executive / President | **ORGANIZATION:** Clackamas Community College |
| **PAY RANGE:**  | **FLSA CATEGORY**: Exempt |
| **PHYSICAL REQUIREMENTS**: Attached | **WORKERS’ COMP CODE:**  |
| **PPE:** Per work location | **REVISION DATE**: October 2020 |

**PURPOSE OF POSITION:**

The Chief Diversity, Equity and Inclusion Officer (CDEIO) will lead the work of building the College’s organizational equity and inclusion program. As such, the CEIO will assist in the creation of and support for the structures, policies and processes needed to create an inclusive, welcoming environment for students and employees. The individual in this role will influence the development of, and execute directly, creative ways to attract and retain a diverse student and employee population reflective of the community the College serves. The CEDIO will serve as a subject matter expert, providing coaching, education and consultancy to cross-functional leaders of the College in the implementation of the DEI Strategic Plan. The CDEIO n Officer is a member of the President’s Executive Team and works in close collaboration with academic and administrative leadership.

**ESSENTIAL JOB FUNCTIONS:**

**1. Planning, Oversight, Coordination and Collaboration**

1. Lead College efforts to create and sustain a diverse, equitable, and inclusive (DEI) culture at Clackamas Community College and to foster a shared understanding of the connection between a diverse, equitable, and inclusive culture to student and employee success.
2. Provide overall coordination of College programs related to diversity, equity and inclusion.
3. Serve as a consultant to the College on best practices, national trends, and in support of a diverse, equitable, inclusive, culturally competent and responsive college community.
4. Guide and advise the College President and executive leadership on diversity, equity, and inclusion matters; serve as a member of the College’s Executive Team.
5. Provide leadership and support to the College’s Diversity, Equity, and Inclusion (DEI) Committee.
6. Provide oversight for and partner with the DEI Committee to engage the campus community in the implementation of the Diversity, Equity and Inclusion Strategic Plan.
7. Partner with Human Resources in the creation of programs, policies, and processes that create a sense of belonging and connection for all employees and improve the recruitment and retention of underrepresented employees.
8. Collaborate with student-centered teams and work groups in the creation of programs, policies, and processes that create a sense of belonging for all students and improve the recruitment, retention and successful completion of underrepresented and underserved student populations.
9. Act as a resource to faculty in the development of equitable and inclusive curricula, courses, and teaching practices.
10. Oversee the development of a Clackamas-specific Equity Framework to ensure inclusivity and equity in planning, decision making and policy development processes that disrupt the creation of or perpetuation of inequitable outcomes.

**2. Learning and Cultural Transformation**

1. Grow all employee’s cultural competency and empower employees to incorporate the principles of diversity, equity and inclusion into their work thereby fostering a college climate that values and actively supports diversity, equity, and inclusion.
2. Collaborate with the Center for Teaching and Learning to align instructional culture with the principles and practices of equitable and inclusive teaching and in the creation of instructional policies and procedures that support that alignment.
3. In partnership with Human Resources and the Center for Teaching and Learning, to develop and deliver learning opportunities and trainings that build cultural understanding and competency.
4. Assist in the identification of cultural competency and equitable service delivery skill gaps and create strategies to address said gaps. Co-create customized learning and development plans or programs to meet employee, department or work group requirements
5. Design, develop and deliver original content to meet agency needs. Establish learning measures and metrics; design evaluation and survey instruments; analyze participant feedback and modify programs and/or instructional materials accordingly.
6. Conduct ongoing analysis of current and future learning plans and programs to determine if training needs are better met through internal or external training resources. Work with external community partners or vendors to bring learning, training, speakers and/or diversity events and programs to the College.

**3. Assessment, Analysis and Reporting**

1. Assist in the development of systems of accountability for reaching diversity and equity goals and objectives; create metrics and associated assessment tools to track and monitor diversity and inclusion efforts; design an assessment cycle to regularly report on the effectiveness of diversity and equity efforts.
2. Partner with the DEI Committee, Academic Foundations and Connections (AFaC), Planning and Institutional Effectiveness, and Human Resources to produce an annual report of the college's progress in the implementation of the DEI Strategic Plan.
3. Work in conjunction with Institutional Research and Human Resources to conduct campus climate studies, demographic studies, and policy analyses as needed.
4. Disaggregate data as needed to assess the impacts of programs, policies, plans and processes on underrepresented and/or underserved students or employees.

**5. Community Liaison**

1. Promote the College’s commitment to diversity through interaction with individuals and agencies inside and outside the college district including the Board, employees, students, the public, community leaders from various cultural groups, civic and grassroots organizations, political figures, and federal, state and local government authorities.
2. Represent the college in regional and local associations, civic clubs and non-profit organizations' Boards.

**5. Operational Oversight**

* 1. Manage department budget, including developing budget proposals, expenses and monitoring accounts.

**REQUIRED QUALIFICATIONS:**

Bachelor's degree in a related field; Five (5) years of full-time equivalent experience leading diversity advocacy initiatives, preferably in higher education. An equivalent combination of education and experience will receive consideration.

**PREFERRED EXPERIENCE AND TRAINING:**

Master's degree or equivalent experience contributing to large-scale initiatives within diversity, equity, and inclusion in complex organizations; three (3) years of progressively responsible experience in a senior-level diversity-related position; experience working in Community Colleges and/or Higher Education; demonstrated ability to relate to students, staff, and faculty of varied ethnicity, ages, backgrounds and abilities and a commitment to a culturally diverse environment.

Knowledge of:

* The ways systems of oppression impact educational institutions and are perpetuated in policies and processes
* The intersectional approaches, strategies and tools needed to dismantle structural and institutional racism as well as disrupt individual racism
* Organizational development and learning principles that support building cultural competency and sustained culture change

Demonstrated Skill in:

* Identifying and driving organizational and cultural change;
* Inspiring innovative approaches to improve results by transforming organizational culture
* Building organizational trust
* Developing collaborative relationships with people of all ages from academically, culturally, and socioeconomically diverse backgrounds
* Honest, transparent and effective communication
* Facilitation and navigating conflict through a trauma informed lens
* Developing, implementing and assessing strategic plans, programs, policies and processes
* Creating effective and engaging learning and training programs
* Performing advanced equity analysis
* Effective participation on high-level management teams
* Success and accountability with minimal supervision and staffing

**SPECIAL REQUIREMENTS OR LICENSES:**

A driver’s license valid in the State of Oregon or an acceptable means of alternate transportation.

**WORKING CONDITIONS:**

The incumbent typically works in an office and frequently (51-80%) uses a computer, telephone, and other office equipment. The noise level is typical of that of an office environment; frequent interruptions may occur throughout the work day.

The employee is frequently required to sit, talk, or hear; use repetitive hand motions; handle or feel; and to stand, walk, reach, bend, kneel, stoop, or lift up to five pounds regularly. Moving materials weighing up to 25 pounds may be required infrequently.

**SUPERVISORY RESPONSIBILITIES:**

Supervision of others is not currently assigned to this position. The incumbent may provide training and leadership to college staff and assign work to student workers.

**SUPERVISION RECEIVED:**

Works under the general direction of the President.

**SIGNATURES:**

*This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

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| Incumbent Name | Incumbent Signature | Date |

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| Supervisor Name | Supervisor Signature | Date |

*Clackamas Community College is a diverse community that provides equal opportunity in employment and in its programs and activities. It is the policy of Clackamas Community College and its Board that no discrimination or harassment will occur in its employment practices or in any of its educational programs or activities based upon race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.*

*The College also prohibits retaliation against an individual for engaging in activities protected under this policy and interfering with the rights and privileges granted under anti-discrimination laws.*

*Individuals with questions about equal opportunity and non-discrimination should contact the Chief Human Resources Officer for Clackamas Community College, Oregon City campus, at 503-594-3458. Please note these additional contacts for further resources or information: the Section 504 and Disability Coordinator, Oregon City campus, 503-594-3181; the Title II Coordinator and Associate Dean, Oregon City campus, 503-594-3392.*