Position Announcement

Western Connecticut State University
Chief Diversity, Equity & Inclusion Officer

Western Connecticut State University (WCSU) is pleased to announce that applications are being accepted for the position of Chief Diversity, Equity & Inclusion Officer.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. Among other initiatives, we are currently working toward establishing our status as a Hispanic-Serving Institution. University information may be found at www.wcsu.edu.

Position Summary: The Chief Diversity, Equity & Inclusion Officer Reports to the University President and is responsible for developing and managing a comprehensive program of human rights, equal opportunity, diversity values and Affirmative Action for the University that will contribute to the University's compliance with equal opportunity and human rights regulation and the enhancement of human rights and campus life. The position, working directly with the President, develops educational and community relations programs that serve to enhance the institution's mission. This position is also responsible for providing investigative, analytical, and developmental services for the Office of the President. Will supervise Professional & Clerical Staff, University Assistants, and Student Employees. Information on the department may be found at www.wcsu.edu/diversity. The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Provides vision, leadership, and direction to guide and coordinate WCSU’s Diversity, Equity & Inclusion (DEI) efforts. This will consist of consulting regularly with university faculty, staff, administration, and students to achieve organizational goals.
- Educates constituents within and outside of WCSU regarding the importance and advantages of a culture that values and supports each member of the community.
- Works in conjunction with faculty, staff, and students to address equity and inclusion within the classroom and the campus community and to encourage the development of curricula that are appropriately inclusive in content and method.
- Collaborates with senior leaders, deans, directors, chairs, and faculty to ensure WCSU’s core values and value proposition for DEI are reflected appropriately among the strategic imperatives for the entire university.
- Provides comprehensive leadership and planning for all student, faculty and staff social justice education, sexual misconduct awareness and prevention, ally training, cultural competency education and equity-minded professional development.
- Provides leadership to the assessment of institutional climate and diversity initiatives, using data to drive changes that support of faculty, staff, and student DEI.
- Provides encouragement, support and counsel to university leaders and hiring supervisors at all levels regarding efforts to recruit and retain faculty and staff from a broad range of backgrounds.
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- Works with Academic Affairs, Enrollment Management & Student Affairs, and Institutional Advancement to establish partnerships that help WCSU achieve and sustain a diverse faculty, staff, and student body.
- Engages actively and collaboratively with local communities, including the local government and all its departments, to support DEI and belonging at WCSU and the larger university community.
- Develops and maintains active partnerships with advocacy groups, community-based organizations, foundations, and alumni affinity groups.
- Provides organizational oversight of the diversity initiatives at the University.
- Manages the University's Affirmative Action plan. This includes: writing or directing the writing of the plan; communicating the plan to staff and managers; counseling staff and managers on the plan's values and purposes; training or directing the training of staff and managers on the plan; executing the plan by performing such tasks as developing recruitment, promotion and skill development strategies; monitoring contract compliance/minority set aside programs; monitoring and reporting on compliance with the plan and advising the President on needed corrective actions.
- Assists faculty and staff with any discrimination complaints based on disability.
- Receives, evaluates, and investigates employee and students’ complaints of discrimination, disability, unfair treatment, or sexual harassment as required by the University’s Affirmative Action plan for external agencies (i.e.: CHRO & EEOC) responsible for enforcement of equal employment and educational opportunities. Conducts other investigative functions assigned by the President to contribute to the sound management of the institution.
- Provides sound advice and recommendations to the President and other key executives of the University on strategic directions for the University and its missions, including but not limited to matters related to human rights, equal opportunities, Affirmative Action, ADA and diversity and multicultural issues. This includes such actions as developing proposed long-term strategies and policies and drafting policies and public statements for the President. May also serve as the President’s designee on these matters.
- Provides effective direction and leadership to assigned staff. This includes such actions as selecting, training, developing, coaching, and evaluating staff and initiating appropriate personnel actions.
- Perform effective management of the fiscal and financial operations of the assigned office, including such actions as development of budgets, monitoring, and answering for expenditures, allocating funds to programs according to their importance to the University and reporting accurately and timely on budget and fiscal matters.
- Serves as the University’s Title IX Coordinator.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibilities of the position.

Work Environment: Incumbents typically perform their work in offices or remote as needed. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations.
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**Qualifications**: Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Master’s degree or above in law, human resource management, public administration, organizational behavior, or a related field.
- Professional experience working as part of an Affirmative Action or Equal Employment Opportunity program is required.
- Experience in the preparation of Affirmative Action plans.
- Demonstrated knowledge and understanding of human rights, equal opportunity, rights of people with disabilities, multicultural and diversity issues.
- Demonstrated ability to read, interpret and apply regulations and applicable non-discrimination laws; demonstrated ability to coordinate multiple programs; demonstrated sensitivity and concern for the rights of all people within a university setting.
- Demonstrated ability to promote and lead programs through the efforts of others as well as to speak to and write to a wide variety of constituent and public groups.
- Demonstrated ability to develop and maintain constructive relationships with diverse populations, to analyze and solve complex human relations problems.
- Experience working in a unionized environment preferred.
- Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, staff, students, and community leadership.
- Ability to collaborate and coordinate efficiently and effectively with Institutional CEO/President.

**Salary & Benefits**: The hiring salary range is $134,661 - $168,327 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at [www.wcsu.edu/hr/benefits](http://www.wcsu.edu/hr/benefits). All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

**Application Process**: Prospective candidates must submit 1) a cover letter describing interest in the position and ways in which qualifications meet the requirements of the position, specifically addressing Title IX and Affirmative Action/EEO; 2) a separate statement of leadership style in leading a DEI program in an academic setting; 3) current resume or curriculum vitae; 4) names and contact information for three (3) professional references, at least one (1) of which must be from his/her current place of employment. (References will not be contacted without the formal permission of the candidate.)
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Email your application materials to: Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations at hrpositions@wcsu.edu. In subject line of email reference: Your Last Name – Chief Diversity, Equity & Inclusion Officer. Please name your application materials with your last name. Application materials must be submitted no later than Friday, June 21, 2024. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer