

Family: Organizational Development

Level: PR4

Position Profile Title: Consultant-Equity

Salary Grade	Minimum	Midpoint	Maximum
5	\$51,072	\$68,988	\$86,904

PROFILE SUMMARY:

Positions in this job profile apply state and federal laws, and University rules, policies to advise department management and administrators in equity related matters. These positions provide training and consultation to colleges and departments. They may have supervisory or lead work responsibilities.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Consultant-Equity profile is the expertise and consultation provided regarding university wide equity and inclusion efforts, including, but not limited to equal opportunity, affirmative action, and disability services.

PRIMARY POSITION RESPONSIBILITIES:

1. Researches, analyzes, and prepares reports and plans of action of equity and inclusion efforts, services, and programs for the university.
2. Provides subject matter expertise, including providing resources, information, consultation, advice, and training for units across the university regarding equity and inclusion programming and services.
3. Provides expertise and consultation regarding university policy, state and federal laws and regulations regarding equity, including equal employment opportunity, discrimination, and affirmative action.
4. Performs needs assessments, identifies and makes recommendation to leadership regarding opportunities to enhance processes and policies to advance OSU's equity, inclusion, and diversity goals.
5. Provides service to the university and surrounding community, including participation on university committees and in campus/community activities related to diversity, equity, equal opportunity, and affirmative action.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions have significant, broad implications for the management and operations of a division/entire organization; your job contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Other External Agencies and Institutions
- Donors and Alumni
- Students/Parents



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ACCOUNTABILITY:

Results are defined by senior leadership and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

Collaborates and interacts within the Dept/Unit and University Wide to:

- Exchange detailed information or resolve varied problems.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Access and/or work with sensitive and/or confidential information.
- Handle sensitive issues and facilitate collaboration at the highest level.

TYPICAL REQUIREMENTS:

Bachelor's degree in related field.

May require specialized training or certification.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.