



Family: Organizational Development

Level: AM1

Position Profile Title: Administrator 1-Univ Diversity

Salary Grade	Minimum	Midpoint	Maximum
9	\$104,100	\$143,112	\$182,112

PROFILE SUMMARY:

Positions in this job profile contribute to the planning, implementation and oversight of strategic initiatives to advance inclusive excellence at the university. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Administrator 1-Univ Diversity profile is the responsibility for working closely with the University Chief Diversity Officer to help conceptualize and implement the strategies and activities of the Office of Institutional Diversity. Positions participate in the development of the overall strategic vision and budget of the Office of Institutional Diversity as a member of the leadership team.

PRIMARY POSITION RESPONSIBILITIES:

1. Assists the Vice President and Chief Diversity Officer in the conceptualization, design, implementation and assessment of strategic initiatives to advance the university's diversity strategic plan, and unit-level diversity strategic plans.
2. Serves as a strategic liaison and partner between the Office of Institutional Diversity and university partners and offices, including the Division of Student Affairs, Division of Faculty Affairs, University Relations and Marketing, and other academic and administrative units, to advance strategic diversity initiatives.
3. Supervises professional faculty within the Office of Institutional Diversity to ensure alignment.
4. Directs and provides oversight for the university's bias incident response and prevention efforts.
5. Serves on university committees, work groups and task forces on behalf the Office of Institutional Diversity, or as a designee of the Vice President and Chief Diversity Officer.
6. Acts on behalf of the Office of Institutional Diversity in the absence or unavailability of the Vice President and Chief Diversity Officer.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

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

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors



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- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of classified or unclassified employees, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Has responsibility for making decisions on hiring, termination and pay adjustments.

RELATIONSHIPS WITH OTHERS:

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

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- 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.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Terminal degree in a relevant field

Significant experience and success designing, leading, directing and implementing strategic diversity initiatives, and a professional commitment to diversity, equity, and inclusivity

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.