



NEW POSITION ANNOUNCEMENT

VICE PRESIDENT FOR DIVERSITY, EQUITY AND INCLUSION

For Internal Consideration Only

Position Summary

Reporting to the President, the Vice President for Diversity, Equity and Inclusion (DEI) is responsible for advancing, supporting and sustaining the College's DEI goals and initiatives. The Vice President will lead College-wide efforts to develop and enhance a strategic vision and an operational plan that systemically advances diversity, equity and inclusion values and best practices in all parts of the College. The Vice President will lead and support college-wide DEI strategic and annual action planning, support the activities of the President's Advisory Council on Diversity, Equity and Inclusion (PACDEI), and serve as the College's Title IX Coordinator. The Vice President will supervise and support the College's Office of Accessibility Services, and Department of Cultural Affairs. The Vice President will lead, coordinate and/or support as appropriate the design, development, implementation and administration of all policies, procedures, practices, programs, and activities related to diversity, equity and inclusion. The Vice President is a member of the Cabinet and the President's Executive Council.

Principal Responsibilities

- Advance and support the College's mission, goals, activities, policies and initiatives related to diversity, equity and inclusion.
- Advise and work closely with the President and Cabinet to establish, oversee, evaluate and effectively communicate DEI goals, progress, activities and outcomes, to and among all College and community constituencies.
- Lead, support and coordinate programs designed to increase the participation and engagement of all members of the College-community. These include but are not limited to cultural celebrations and observations; diversity programs; training related to cultural competency, gender differences, access, LGBTQ concerns, sexual harassment, and educational and professional development opportunities for students, faculty and staff; and other programs and activities designed to increase awareness and support of equity and inclusion values, and ensure compliance with applicable laws.
- Review data periodically pertaining to employee, student, and regional demographics; employee and student recruitment and retention; campus climate; and other metrics to inform DEI goals, initiatives and continuous improvement.

- Advise College leadership regarding ongoing and new initiatives that have the potential to create a more diverse and inclusive campus community.
- In collaboration with the Office of Human Resources and Cabinet officers, consult and advise department, division and other college leaders on approaches to recruit, retain, and promote faculty and staff from diverse and underrepresented populations so that employee diversity increasingly reflects the diversity of students; and, similarly, support efforts to ensure that student diversity reflects the diversity of Hudson County.
- Working closely with faculty, academic leaders and *Dream Team* colleagues, support college-wide efforts to promote student success with a particular focus on achievement and equity gaps within specific student communities.
- Working closely with the Division of Student Affairs and Enrollment, and *Care Team* colleagues, support college-wide initiatives to help address issues of food insecurity, housing insecurity, and specific issues of concern to student, faculty and staff immigrants.
- Serve as an advocate for historically underrepresented and marginalized groups to increase their sense of belonging and inclusivity on campus and in the community.
- Evaluate the quality and efficacy of DEI programs and practices using qualitative and quantitative methods, and recommend changes and improvements based on data and best practices.
- Act as a community resource on issues of diversity, equity and inclusion. Share best practices and relevant research and scholarship.
- Develop annual budget recommendations for the Office of Diversity, Equity and Inclusion, and manage allocated resources.
- Support the development and career growth of DEI staff.
- Encourage and foster college-wide collaboration, engagement, commitment and participation in strategies and activities that promote DEI goals and initiatives and support the College's Mission, Vision and Values.
- Create, lead and support the growth and development of external partnerships to address College interests and needs, and Hudson County and community priorities.
- Bring visibility to successful efforts and contributions that promote the academic, employment, and life success of a diverse college community.
- Assume other duties as assigned by the President.

Required Education and Skills

- Master's degree required, plus a minimum of five years of college-level administrative and/or teaching experience. Community college experience preferred.
- Knowledge and experience in diversity, equity and inclusion activities, processes, and best practices, preferably in postsecondary education.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Strong leadership skills and ability to effectively translate plans into tangible, achievable goals and outcomes.
- Excellent communication and interpersonal skills, including written, verbal, presentation and listening skills.
- Skills for interacting with, engaging and supporting culturally diverse populations.
- Knowledge of equal opportunity, affirmative action, Title IX, ADA and other applicable laws and federal legislation concerning equity in employment and education.
- Experience with regulatory and grant-related compliance management.
- Strong understanding of shared governance and the ability to work collaboratively to advance diversity, equity and inclusion as core components of the College's mission.
- Understanding of leadership and administration within a collective bargaining environment.

Applications

For full consideration please send resume and a cover letter no later than **Tuesday, February 23, 2021** to Anna Krupitskiy, Vice President for Human Resources, at akrupitskiy@hccc.edu.

Please direct any questions to Dr. Chris Reber, President, at creber@hccc.edu.

Take Survey