MAPE UNCLASSIFIED JOB POSTING

POSITION: Director of Equity, Diversity and Inclusion
CLASSIFICATION: MnSCU Academic Professional 3 – Diversity
APPOINTMENT: Full-Time Unlimited
SALARY RANGE: $24.03– $35.24/hour ($50,175-$73,581/annual)
APPLICATION DEADLINE: To receive guaranteed consideration, application materials should be submitted online by October 9, 2020. The search will remain open until the position is filled.

RESPONSIBILITIES
• Lead strategic dimension efforts directly aligned with achieving Equity 2030 goals.
• Facilitate organizational change serving as the college’s Lead Diversity Officer.
• Achieve the goals within the college’s Equity, Diversity, and Inclusion plan.
• Be visible on-and-off campus while participating in student life and community engagement.
• Lead in engaging the college community in intercultural competency and diversity learning opportunities.
• Resolve issues constructively within the college.
• Serve on the President’s Leadership Council, working with other members of the management team to embed equity and inclusion across the college.

MINIMUM QUALIFICATIONS
• Bachelor’s degree in sociology, psychology, counseling, education or related field.
• 3 years of diversity and program coordination experience.
• Demonstrated understanding of and experience working with academically, culturally, racially, and socio-economically diverse populations.
• Knowledge of college and high school academic processes, financial aid procedures, and the application processes.
• Experience in post-secondary academic and career advising.
• Strong organizational, interpersonal and intercultural skills.
• Proven history of developing, implementing and assessing diversity programming.
• Knowledge of affirmative action, Title IX and Minnesota State policies and practices.

PREFERRED QUALIFICATIONS
• Master’s Degree
• Ability to build effective professional and community relationships.
• Knowledge of social agencies that support individuals and families in need.
• Proven history of developing, implementing and assessing diversity programming.
• Experience in handling disputes related to issues of diversity, equity, inclusion and human rights.
ATCC is constantly seeking to become a more diverse community and to enhance its capacity to value and capitalize on the cultural richness that diversity brings. The College strongly encourages applications from persons with diverse backgrounds.

**NOTICE:** In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

**TO APPLY:** Apply online at [https://www.alextech.edu/about-atcc/human-resources](https://www.alextech.edu/about-atcc/human-resources). Click on Academic Jobs – “How to Apply” link to apply. You must apply online and attach an electronic resume and copies of your transcript(s) to your online application in order to be considered for this position.

**CONTACT:** Shari Maloney; (320) 762-4466; Fax: 320-762-4450; Email: employment@alextech.edu

Benefits include health, dental, life insurance and retirement plan. Alexandria Technical and Community College is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. All applicants must be able to lawfully accept employment in the United States at the time of employment. This information will be made available in alternative format, such as large print or cassette tape, upon request.
Employee Name: 

Position Control Number: 01126278

Department/Division: Student Affairs

Classification Title: MnSCU Academic Professional 3

Prepared By: Shari Maloney

Working Title: Director of Equity, Diversity and Inclusion

☐ Non-Exempt
☒ Exempt: ☐ Executive ☐ Professional ☐ Admin
☐ Unlimited ☐ Seasonal ☐ Temporary ☐ Limited

☒ Full-time ☐ Part-time ☐ Intermittent
Percent if not full-time: 

Date Prepared: September 2020

This position description accurately reflects my current job.

This position description reflects the employee's current job.

Employee Signature

Date

Supervisor Signature

Date

POSITION PURPOSE

The Director of Equity, Diversity and Inclusion leads strategic dimension efforts directly aligned with achieving Equity 2030 goals. The position facilitates organizational change serving as the college’s Lead Diversity Officer. The incumbent is directly responsible for achieving the goals within the college’s EDI plan and for being visible on-and-off campus while participating in student life and community engagement.

The Director of Equity, Diversity and Inclusion takes the lead in engaging the college community in intercultural competency and diversity learning opportunities. This position resolves issues constructively within the college, and serves on the President’s Leadership Council, working with other members of the management team to embed equity and inclusion across the college.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Lead and coordinate equity, diversity, and inclusion efforts across the college to ensure a positive culture and welcoming environment.
   a. Advocate for and serve as a resource and consultant to students, staff and faculty for equity, diversity, and inclusion-related initiatives and the development and implementation of culturally relevant practices, policies, and curriculum.
   b. Serve as a resource for student athletes and athletics director in terms of Title IX and transfer eligibility.
   c. Serve as Lead Diversity Officer and represent the college at Minnesota State System Office. Attend local, regional and state diversity meetings and events.
   d. Provide leadership and work collaboratively within the college to implement the goals of the college equity, diversity, and inclusion plan and Minnesota State diversity framework.
   e. Serve as Chair of the Equity, Diversity and Inclusion Team.
f. Build and sustain relationships and effect change across college departments including Human Resources, Academic Affairs, Student Life and Success for equity, diversity and inclusion concerns.
g. Collect and analyze data that provide analysis in support of equity, diversity and inclusion initiatives.
h. Participate in Office of Civil Rights audits.

**Priority: Essential**  **Percent of Time: 35%**

2. **Implement programs leading to improvement in recruitment, retention, graduation (Equity 2030), and student satisfaction for students of color and underrepresented populations.**
   a. In cooperation with ATCC student support services, develop, direct and assess targeted programs that ensure a welcoming, inclusive and success-oriented environment for all students.
b. Advise special student populations including PSEO, military and students from underrepresented backgrounds.
c. Analyze Equity by Design data and facilitate program changes to ensure continued improvement in student success rates.
d. Create and implement best practices aimed at increasing the diversity of students enrolled.
e. Assess and communicate annually the Equity, Diversity and Inclusion Plan outcomes.
f. Serve as an investigator on student code of conduct investigations.
g. Serve as backup to secondary Designated School Officer (DSO) to ensure that the college maintains compliance with all SEVIS and Department of Homeland Security reporting requirements.

**Priority: Essential**  **Percent of Time: 30%**

3. **Oversee the functions of the Intercultural Center (ICC) and provide oversight for activities, programs and student participants - to build and retain enrollment.**
   a. Serve as a resource for all students who are interested, planning to enroll, currently enrolled or have graduated from ATCC.
b. Develop and implement a comprehensive plan for increased participation of students from diverse backgrounds.
c. Monitor student progress and make referrals as appropriate to academic support programs.
d. Provide social events each semester to allow students to meet each other and develop relationships.
e. Collect and maintain information and resource materials appropriate for ICC clientele.
f. Promote the distribution of information about ATCC to communities of color.
g. Visit high schools, agencies and attend regional events to meet with prospective students, their families and alumni.
h. Assist with individual or small group tours for prospective students.
i. Supervise work study students.

**Priority: Essential**  **Percent of Time: 15%**
4. Develop and maintain contacts with community agencies and businesses who serve our diverse students in order to build and strengthen relationships.
   a. Network with members of the college community, regional ethnic communities, social and community service agencies and other public and private entities that serve the needs of traditionally underrepresented students.
   b. Develop and maintain contacts with agencies and ethnic group leaders that are a source of prospective students and who provide services and resources to students.
   c. Furnish information regarding available services outside of the college and acquaint students with the scope of local community agencies.
   d. In conjunction with the ATCC Counselor, provide referrals to college and community agencies, when necessary and appropriate.
   e. Develop and maintain contacts with public and private entities which provide scholarships and other sources of financial aid to underrepresented students.
   f. Promote community diversity awareness and program development through active community involvement in the Inclusion Network and other regional or local organizations or initiatives.

   Priority: Essential   Percent of Time: 10%

5. Coordinate and facilitate equity- and inclusion-focused dialogues, professional development, and events for employees and students to build cultural competencies at the college.

   Priority: Essential   Percent of Time: 10%

Priority: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary.

KNOWLEDGES, SKILLS, AND ABILITIES
Minimum Qualifications (expected to have to enter job)

- Bachelor’s degree in sociology, psychology, counseling, education or related field.
- 3 years of diversity and program coordination experience.
- Demonstrated understanding of and experience working with academically, culturally, racially, and socio-economically diverse populations.
- Knowledge of college and high school academic processes, financial aid procedures, and the application processes.
- Experience in post-secondary academic and career advising.
- Strong organizational, interpersonal and intercultural skills.
- Proven history of developing, implementing and assessing diversity programming.
- Knowledge of affirmative action, Title IX and Minnesota State policies and practices.

Preferred Qualifications

- Master’s Degree
- Ability to build effective professional and community relationships.
- Knowledge of social agencies that support individuals and families in need.
- Proven history of developing, implementing and assessing diversity programming.
- Experience in handling disputes related to issues of diversity, equity, inclusion and human rights.
**NOTICE:** In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

**Safety Statement:** This employee is expected to develop a working knowledge of and comply with all college safety rules, regulations, and policies.

**Affirmative Action Statement:** This employee is expected to conduct himself/herself in a professional and customer service-based manner at all times to promote a harassment-free environment. All communications and interactions with internal and external customers are to be conducted with courtesy and respect.

**RELATIONSHIPS**

*This Position Reports to (provide class title, *not* person’s name):*
College President as Chair of EDI Team
Dean of Educational Services (for day-to-day operations)

*Supervises (classification title; FTE; # in position; note if providing work direction only)*
Work Study students in Intercultural Center
Lead work to EDI Plan Support Person

**Internal and External Clientele and Purpose of Contact (the most significant job related contacts)**

**External Clientele (as liaison for ATCC):**
- System Office and Minnesota State Colleges
- Community members

**Internal Clientele (college participant in building community):**
- All enrolled students at Alexandria Technical & Community College
- Enrolled “underrepresented” and special populations students as identified by the college
- Faculty and staff at ATCC who are on the front line of multicultural issues at the college
- College leadership seeking input on issues of access, student success, and process improvement
- ATCC Foundation Board staff

**PROBLEM SOLVING (most difficult types of problems to resolve and consequence of error/non-resolution)**
The employee will be expected to resolve a wide range of problems/issues that arise in the student services areas, specifically those dealing with diversity. Problem solving requires knowledge of how to tactfully handle diverse issues and respect different cultures, and Minnesota State policies and procedures. The employee will work in a collaborative environment.

**FREEDOM TO ACT**

**Budget ($ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)**

$25,000 non-salary

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**
The employee has the freedom to lead, develop, and coordinate activities within the realm of this job description and the mission, goals, and objectives of the college with the support of the College President.

Template Revision: 09/24/2012
All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

Minnesota State is an Equal Opportunity employer/educator committed to the principles of diversity.