Job Title: Chief Diversity Officer

Job ID: 24336

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting to the President’s Office, the Chief Diversity Officer oversees and manages the Office of Diversity, Compliance and Equity Initiatives. The CDO serves as an executive-level strategist and partners with campus leaders, faculty, staff and students to provide counsel and leadership on compliance matters involving Equal Employment Opportunity (EEO), recruitment and hiring, affirmative action and Diversity, Equity and Inclusion (DEI). The CDO also oversees and conducts impartial investigations related to all discrimination and harassment and retaliation claims. The CDO works closely with Legal Affairs, Human Resources, Labor Designee, Office of Academic Affairs, administrators, and partners with campus leaders, faculty, staff, students, various committees, and external constituencies.

The CDO is responsible for guiding efforts and creating opportunities to define, assess and promote Diversity, Equity, and Inclusion (DEI), educational and employment opportunity, and cultural proficiency. The CDO proactively develops and implements plans, programs, and activities that educate and motivate the college community to hold pluralism and inclusion as core values and fosters a climate that respects diversity.

Specific responsibilities include, but are not limited to, the following:

- Oversees the design and implementation of initiatives leading to new policies, procedures, and programs with college-wide impact that address internal and external issues affecting the campus and increase awareness and support of equity and inclusion values; Creates a culture for diversity, equity and inclusion throughout the College through programs, events, training and strategic initiatives;
- Builds an inclusive and supportive environment for all members of the College community, collaborating with various departments and divisions across the campus;
- Oversees search committees in the implementation of affirmative action program regulations, directs search committees regarding recruitment and hiring efforts for a diverse faculty and staff, interprets information on under-representation for relevant constituencies, reviews recruitment plans and documentation, monitors employee recruitment and selection and retention processes to ensure compliance with EEO/AAP policies and plan.
- Ensures College’s compliance with federal, state, and city regulations and University mandates. This includes, but is not limited to, preparing memoranda, reports, and other written material; planning and coordinating educational and training workshops on EEO issues, policies, and procedures, meetings, and special events; and working with external administrative agencies on compliance audits and initiatives.
- Represents CSI on various committees and programs designed to address issues of college compliance, diversity, and underrepresented groups, including Co-chairing CSI’s Diversity
Counsel. Serves as a liaison between CSI and the Central Office of the University on compliance and diversity related matters; attends meetings of the Chief Diversity Officers Council as well as other college committees.

- Handles matters of the greatest confidentiality working with the President and College administrators as well as with other key individuals and provides confidential support and guidance to the President and other senior staff.
- Performs other duties as assigned.

QUALIFICATIONS

Bachelor's Degree and eight years' relevant experience required.

Preferred Qualifications include:

- Juris Doctor, Master’s Degree, or other doctoral degree in a related field.
- A record of successful leadership in the equal employment opportunity (EEO)/compliance/affirmative action/diversity arena, including implementation of programs designed to enhance diversity and inclusion, and improve workplace climate and culture.
- Experience conducting investigations, including writing investigative reports, in EEO/AA.
- Ability to forge constructive relationships, build consensus across the institution, and function collaboratively with diverse internal and external stakeholders at all levels and functions.
- Self-directed, results and detail oriented with the ability to use sound judgement in decision-making.
- High degree of personal integrity to maintain confidentiality, as well as professionalism and business acumen to encourage confidence and trust from constituents.
- Strong organizational skills with the ability to establish plans, launch new initiatives, and manage multiple assignments with conflicting priorities and strict deadlines.
- Strong written and verbal communication and interpersonal skills, including the ability to deliver effective presentations, facilitate groups, and mediate the successful resolution of conflicts and complaints.
- Proficiencies using computers and standard office applications, including Microsoft Office, and familiarity with PeopleSoft.

CUNY TITLE OVERVIEW

Oversees programs, activities, and initiatives designed to foster a climate that respects pluralism and diversity.

- Develops effective strategies to promote diversity in faculty and staff hiring and actively participates in building strong networks and recruitment sources
- Serves as a key recruiting team member, coordinating recruitment plans, advertising, and selection processes
- Implements the College’s Affirmative Action and Equal Opportunity policies and ensures compliance with relevant city, state, and federal statutes such as Title VII, Title IX, Section 504, and the Americans with Disabilities Act, responding to and conducting investigations of non-compliance complaints
- Collects and analyzes data for College and University reports
- Develops and presents training programs and disseminates information related to Diversity, EEO, and other compliance at the College
- Coordinates with University offices to assure consistency of University-wide policies
- Maintains current knowledge and materials related to laws, rules, regulations, and best practices for advancing EEO/Diversity

- Performs related duties as assigned.

**CUNY TITLE**

Higher Education Officer

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and a writing sample as one file.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.**

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.**

**CLOSING DATE**

**Reposting; previous applicants need not reapply.**

July 15, 2022

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.