Job Title: Executive Chief Diversity Officer (CDO) and Special Assistant to the President for Diversity, Equity and Inclusion (DEI)

Job ID: 25011

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting to the President, and serving on the President’s Cabinet, the Executive Chief Diversity Officer (CDO) and Special Assistant to the President for Diversity, Equity and Inclusion (DEI) will provide leadership for creating and sustaining a learning environment that is both welcoming and inclusive for all individuals, and emphasizes excellence and diversity in support of the College’s educational programs and equity mission. She/he will provide leadership, vision and integrity to the overall diversity and inclusion efforts of the College of Staten Island and will lead the effort in developing and implementing programs, policies and initiatives that align with and advance the College’s mission and goals related to diversity, equity and inclusion.

The Executive CDO and Special Assistant to the President for DEI will guide efforts to conceptualize, define, assess, nurture, and cultivate diversity equity and inclusion throughout the College. She/he will bring passion, compassion, strength and healing to the campus community and focus on repairing relationships through the use of restorative practices to make a meaningful difference, and promote success and overall engagement.

Duties include, but are not limited to:

- Develop new diversity initiatives, policies, and processes to drive organizational change and eliminate visible and invisible barriers.; create and support programs, training opportunities, and best practices which foster diversity, inclusion, and global awareness;
- Provide strategic, integrated direction, and consultation on institutional issues regarding diversity, inclusion, access, equity initiatives, cultural understanding, and competency;
- Lead and chair the College Diversity Council and move the ideas, initiatives and activities of the Council forward; collaborate with the Antiracism Collective to transform campus culture; and communicate across offices and to senior leadership on the progress and deliverables of the Council;
- In collaboration with campus stakeholders, develop and implement a DEI Strategy and Action plan to remove barriers and provide equal access to opportunities and advance equity throughout the College with clearly defined accountability mechanisms; track and guide DEI efforts;
- Develop and implement proactive and integrative strategies and practices that lead to a more inclusive and diverse culture and regularly communicate with the campus community on efforts and progress;
• Prepare and oversee the implementation of CUNY’s affirmative action policy and is responsible for the Office of Diversity and Compliance, which includes the Title IX Officer/504 ADA Coordinator; ensuring the Office is in full compliance with all laws, rules, and regulations including but not limited to Title VII, ADA, Section 504 of the Rehabilitation Act, Title IV and Title IX, as well as CUNY’s Policies and Procedures concerning Discrimination and Sexual Harassment;

• Create and facilitate tailored workshops, structured listening sessions, opportunities for cultural awareness raising, and form working groups on anti-discrimination and allied group support;

• Lead the collaboration of campus stakeholders to design tailored interventions, (e.g., training, coaching, mentoring, skills building) for College and individual office/department needs;

• Oversee 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.

• Handle complaints and investigations in full compliance with all laws, rules, and regulations including but not limited to Title VII, as well as CUNY’s Policies and Procedures concerning Discrimination; this includes, but is not limited to, preparing memoranda, reports, and other written material; interviewing witnesses, and evaluating evidence;

• Lead the design of targeted approaches to improve DEI within organizational culture, recruiting, retention, performance management, talent development, leadership commitment, etc.;

• Perform other duties as assigned by the President.

QUALIFICATIONS

This position is in CUNY’s Executive Compensation Plan. All executive positions require a minimum of a Bachelor’s degree and eight years' related experience.

Preferred qualifications include:

• Juris Doctor, Master’s Degree, or other advanced 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.
• Demonstrated experience promoting a mission of diversity, equity and inclusion in an academic institution
• Demonstrated ability to design and execute training for multiple constituencies
• Committed to an inclusive community that maximizes the benefits of a multicultural perspective, and is results-oriented
• 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.

• Exceptional customer service skills, with ability to handle confidential, sensitive situations with diplomacy and excellent judgment.

CUNY TITLE
Assistant Administrator

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
October 7, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

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.