

Executive Director of Diversity, Equity, and Inclusion
Quinsigamond Community College

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Downloaded On: Oct. 31, 2024 8:17am

Posted Oct. 28, 2024, set to expire Nov. 17, 2024

Job Title	Executive Director of Diversity, Equity, and Inclusion
Department	Executive / Management
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Oct. 28, 2024
Application Deadline	11/17/2024
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Executive
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Job Description

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Executive Director of Diversity, Equity, and Inclusion

Category: Executive / Management

Department:

Locations: Worcester, MA

Posted:

Closes: 11/17/2024

Type:

Position ID: 182441

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General Statement

The Executive Director of Diversity, Equity, and Inclusion (DEI) will be responsible for providing strategic leadership and data driven action in support of the College's DEI commitments. The Executive Director of Diversity, Equity, and Inclusion will be responsible for setting and implementing an overarching vision of DEI for the College?both at the programmatic and administrative levels ?that works to eliminate systemic organizational marginalization and promotes inclusion and anti-racist practices that will be evidenced through our structures, customs, and leadership. The Executive Director of Diversity, Equity, and Inclusion will serve as a member of the President's Cabinet for the College.

Supervision Received

The Executive Director of Diversity, Equity, and Inclusion reports to the President.

Supervision Exercised

The Executive Director of Diversity, Equity, and Inclusion supervises support staff.

Duties and Responsibilities

- Lead strategic and innovative initiatives that institutionalize diversity, inclusion and equity throughout all aspects of QCC operations.
- Works collaboratively with Human Resources and Title IX to ensure compliance with the College's Policy on Affirmative Action, Equal Opportunity, and Diversity, state and federal law, and related policies at the College; assist with the administration of the Complaint Process contained in the Policy on Affirmative Action, Equal Opportunity, and Diversity; Serve as a deputy Affirmative Action Officer; Serve as a member of the College's Affirmative Action Committee; other duties as assigned.
- Serve on the President's Cabinet, advise the President, and work collaboratively with the College's leadership team and the President's Advisory Council on Equity (PACE) to provide strategic direction as it relates to the integration of DEI initiatives across the institution.
- Collaborate with groups within the College on consciousness-raising efforts, including creating affinity groups, developing trainings, workshops and celebrations regarding our diverse community.
- Build collaborative partnerships across campus with administrators, faculty, staff, and students to assist them in creating a welcoming, supportive and inclusive culture within the college during a

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time of growth and change.

- Engage with campus partners, including Institutional Research and Planning, Academic Affairs, and Student Affairs and performs ongoing audits and evaluations to make recommendations for modifying policies, procedures, and initiatives as needed to ensure equity and the eradication of discrimination for all members of the college community.
- Develop consistent communication and feedback mechanisms to ensure we can identify, discuss, and address equity issues impacting our faculty, staff and students.
- Work collaboratively with Human Resources to ensure recruitment, hiring, and retention efforts that diversify the employee base to reflect the community that the college serves and that these efforts are established and adhered to.
- Work with DEI Liaisons to assist faculty in providing culturally responsive pedagogical approaches by integrating diversity, equity and inclusion into curriculum development, instructional strategies and service.
- Represent the College in fostering DEI initiatives and efforts among the local communities and higher education, including events and trainings.
- Engage with diverse staff and leadership to promote trust, collaboration, and partnership between departments and levels of leadership.
- Stay abreast of equity- and inclusion-minded practices and infuse/adapt them to QCC's culture and practice.

Job Requirements:

Minimum Qualifications

- Requires a minimum of a master's degree or equivalent in one of the following; social justice, law, social sciences, higher education, public administration, human resource management, organizational development, ethnic/gender studies, or a related field.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment. Knowledge and experience in issues related to social justice, anti-racism, anti-discrimination, and accessibility.
- Possess a deep content knowledge of current diversity, equity, and inclusion laws, trends, topics, research and best practices for strategic community college decision making.
- Energetic, inspiring, courageous, innovative, and visionary leader with outstanding people and management skills, as well as the ability to work effectively and collaboratively across the organization.
- Proven ability to work collaboratively and effectively with a variety of individuals with differing social identities, cultural backgrounds, socioeconomic classes, and life experiences.

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- Exceptional interpersonal, verbal, and written communication skills with a demonstrated experience in collaborating with external and internal stakeholders.

Preferred Qualifications

- Effective intercultural communication skills and ability to advocate/address issues of equity.
- Understanding of culturally specific resources available within the community.
- Sensitivity and understanding of specific barriers that may lead to lack of access and engagement.
- Experience interpreting federal and state laws and regulations pertaining to EEO, affirmative action, Title IX and ADA.
- Higher Education experience.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of



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underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=182441>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Executive / Management
Quinsigamond Community College

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