

**HAMLIN UNIVERSITY  
Saint Paul, Minnesota**

**DIRECTOR OF DIVERSITY INTEGRATION**

**OFFICE OF ACADEMIC & STUDENT AFFAIRS**

2008

**POSITION SUMMARY:**

This position is responsible for directing the integration and implementation of Hamline's university-wide diversity policies, programs and practices. As Minnesota's first university, Hamline seeks a visionary leader who will continue to implement the university's strategic direction to become an exemplar in the integration of diversity to achieve and sustain an inclusive community while ensuring continued alignment with its founding charter, mission statement, and core values.

As the University's chief diversity officer, this position reports directly to the Vice President for Academic & Student Affairs, also working closely with the President and the senior leadership team of the university to foster and advance a strategic and integrated approach to diversity in all aspects of university life. In this capacity, the position is responsible for insuring coordination of diversity activities and programming across the University by collaborating directly with key functional areas of the university including Admissions [International and Student of Color Recruitment], Multicultural & International Student Affairs (MISA), Faculty Recruitment and Retention, Faculty Development Coordinator, Human Resources, Disability Services, Ombudsman, the Wesley Center, the Affirmative Action Officers of the schools and administrative units, and the Faculty Council and designated subcommittees.

This position is also responsible for facilitating and representing the University in external strategic initiatives that ensure alignment of Hamline's multiple and integrated diversity objectives, with a specific strategic focus on historically underrepresented communities. In this capacity, the position also represents the University in building community relations across all diverse communities and key stakeholder groups externally.

**OPERATING PRINCIPLES & VISION**

- To become an exemplar in the integration of diversity to achieve and sustain a community that is rooted in a tradition of liberal education, that aspires to be dynamic and actively inclusive, is locally engaged and globally connected, and is deeply invested in all of Hamline's people.
- To nurture a classroom climate and a university-wide environment where faculty, staff and students feel safe, welcomed, and are treated with dignity and respect.

- To support efforts in all five schools and the administrative units that will successfully recruit and retain faculty, staff and students of diverse backgrounds.
- To actively collaborate with and support external strategic diversity initiatives and stakeholder groups across the broader community (business/corporate, not-for-profit, education, faith-based, communities of color), with a particular focus on underrepresented and marginalized communities.
- To fulfill Hamline's mission of creating a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

### **RESPONSIBILITIES:**

1. **Lead** and direct the development of university-wide diversity policies and strategies that support and align with the university's mission, vision, core values, and strategic objectives.
2. **Develop** and maintain a university-wide framework for enabling each school and administrative unit to set and achieve its unique annual goals on diversity, both collectively and individually. Collaborate across the schools and the administrative units to ensure effective synergies and to support the achievement of these benchmarks.
3. **Build**, develop and monitor an institutional diversity structure that will allow the senior leadership team, the administration, Student Affairs, the MISA Office, faculty, staff, and students to:
  - a. deliver effectively diversity-based programming, training and professional development; and other necessary resources in achieving the University's strategic diversity objectives, and
  - b. evaluate and assess university-wide and unit-specific diversity efforts.
4. **Enhance** structural diversity, equity and success by serving as a resource to diversity recruitment and retention efforts for faculty, staff and students in all five schools as well as the University Director of Human Resources, with a particular focus on historically underrepresented and marginalized communities.
5. **Consult**, and provide resources for diversity-centered curricular, pedagogical, and scholarly design, development and innovation.
6. **Collaborate** with key functional units of the university whose mission specifically supports Hamline's commitment to diversity (Admissions offices in all five schools; Disability Services; Ombudsman; General Counsel, Director of Human Resources, the Wesley Center).
7. **Sustain**, and augment a clearinghouse and archive of diversity materials and resources.
8. **Serve** as the university's chief diversity officer, providing leadership and counsel in integrating and operationalizing diversity in the service of social justice to the President's Staff, Deans Council, the Administrative Cabinet, and all other decision-making entities of the university.

## **REPORTING RELATIONSHIPS:**

The position of Director of Diversity Integration is a university-wide position reporting to the Vice President for Academic & Student Affairs, with a dotted-line as well as standing quarterly reporting commitment to the President's Staff. This position works collaboratively across all areas of the university involved in diversity efforts and programming and is a standing member of the Dean's Council. The Director of Diversity Integration also serves as an ex officio member of the Diversity Integration Standing Committee, the principal coordinating and advisory body charged with providing leadership and consultation on university-wide diversity policies, procedures and practices, including implementation of diversity initiatives in the strategic plan. Where qualifications are commensurate, this position will also have a courtesy non-tenured appointment in the academic department or unit most appropriate to the candidate's academic background and professional history.

## **QUALIFICATIONS & CHARACTERISTICS**

- Advanced degree required; Ph.D. or Ed.D., or other terminal degree preferred.
- Broad understanding of diversity programming with at least five or more years' experience in a position related to diversity initiatives and programming.
- Proven leadership in the areas of employee or faculty development, coordination and implementation of diversity initiatives.
- Proven track record in designing and implementing faculty, staff and/or student diversity policies and programs, including evaluation and assessment.
- Demonstrated experience in diversity-based curriculum design and pedagogical innovation.
- Proven strong project management, organization, planning, budget and collaboration skills.
- Desired characteristics include the following: ability to build effective cross-departmental teams and diverse work groups of faculty, staff and students; ability to inspire and work with all levels and disciplines within higher education and the broader community; ability to provide counsel and advice at both a strategic level and a daily operations level.

## **TO APPLY**

Application materials will be fully reviewed as they are received, but should be submitted no later than Friday, June 6, 2008. Please send a cover letter, resume, and the names and phone numbers of three references to [hujobs@hamline.edu](mailto:hujobs@hamline.edu) (electronic copies preferred) or:

Director of Diversity Integration Search  
c/o Human Resources  
Hamline University  
1536 Hewitt Ave  
St Paul, MN 55104

All inquiries about the position should be made to the Search Co-Chair:

Tom I. Romero, II, J.D., Ph.D.

Associate Professor of Law

[tromero01@hamline.edu](mailto:tromero01@hamline.edu)

651 523-2805

Hamline University is an affirmative action/equal opportunity institution that subscribes to all federal, state, and university legal requirements and does not discriminate against applicants, students, or employees on the basis of race, sex, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status.

Position will remain open until filled with an ideal start time prior to the beginning of the 2008-09 academic year.