

JOB DESCRIPTION

Employee Name: TBD
Job Title: Director for the Equity Center & Title V
Reports to: Rebekah Woods, President
Dean for Diversity, Equity & Inclusion,
Exempt/FLSA: Yes
Prepared Date: November 4, 2022
Approved Date: TBD

A POSITION OBJECTIVES

The Director for the Equity Center & Title V will lead the development and implementation of a new campus equity center. The Center promotes understanding and appreciation of diversity, equity, and inclusion on campus, as well as assists with the outreach, retention, and increased graduation rates of historically underserved students. The Director for the Equity Center & Title V is responsible for the development of programs that promote the academic, social and personal growth of historically underserved students, collaborate with the campus partners to create a sense of belonging for all students, promote access and equity on campus and offer educational programs on diversity, equity and inclusion. This position also includes, but is not limited to, the overall leadership for the student success-focused Title V project, oversight of the Equity Center, planning and coordination of multicultural student support services, as well as cultural enrichment opportunities to support and engage underrepresented student populations and the campus community. The Director collaborates with other campus partners to promote and assist with the coordination and implementation of DEI student leadership opportunities, multicultural programming, culturally responsive support services, and other initiatives to support overall student success. This position has a dual report to the Dean for Diversity, Equity & Inclusion and the College President.

B SUPERVISORY RESPONSIBILITIES

Yes

C ESSENTIAL FUNCTIONS DUTIES AND RESPONSIBILITIES

Director for the Equity Center:

- Provide leadership, strategic direction and oversight for the development and implementation of the CBC Equity Center operations, programs, and services; manage all aspects of the Equity Center in collaboration with CBC's Dean for Diversity, Equity & Inclusion;
- Coordinate deliberate programming and opportunities to support all members of the College regardless of race/ethnicity, gender, sexuality, intersectional identities and more, to promote a diverse, inclusive and equitable campus;

- Create and implement a comprehensive plan to engage and support underserved students to create a sense of identity and belonging as part of the CBC community; help create a caring and inclusive campus culture that showcases the importance and benefits of centering diversity, equity, and inclusion as well as reflect CBC's Hispanic Serving Institution's identity;
- Responsible for the fiscal management of departmental budget including forecasting expenditures, authorizing all expenses, maintaining records, and overall budget planning for the center;
- Develop, plan, promote and implement programs to increase the recruitment, retention, matriculation and graduation outcomes of students from historically underserved populations at CBC, including but not limited to, diversity education and the development of resources that support recruitment and retention initiatives for underrepresented students;
- Provide a structure for daily support, advising and engagement for students to develop academic, social, and cultural tenacity to navigate and succeed in college;
- Provide individualized and holistic guidance for students in one-on-one or group sessions that support community building, civic engagements as well as, assisting students with academic support services such as applying for financial support, and other support resources;
- Collaborate with staff and faculty regarding support and challenges students face as they adjust to campus life and culture as well as the requirements of their academic program while managing family concerns and other transitional issues;
- Develop educationally transformative programs that result in cultural awareness and appreciation for diversity and cross-cultural engagement centering on the importance of being a Hispanic Serving Institution; develop culturally responsive support services and retention programming that primarily focuses on college knowledge, academic development, professional development and social awareness;
- Coordinate and develop events, activities and learning environments that are tailored to meet the needs of the diverse student population we serve and to ensure educational support, consistent outreach and interactions occur;
- Develop appropriate professional development opportunities to improve the leadership ability, cultural competence and skills of all staff and student employees; and
- Develop partnerships and collaborations with organizations in the Hispanic community to increase

access and awareness of Hispanic culture, history, and art in co-curricular programs, activities and events.

Director for Title V:

- Develop, monitor, and enforce appropriate policies and procedures for Title V project implementation; remain thoroughly informed regarding Title V & US Department of Education policies and grant terms & conditions;
- Manage and communicate an informed understanding of the Title V objectives and support the faculty and staff in achieving the objectives of the grant;
- Communicate effectively and oversee preparation & submission of required fiscal and annual reports with Department of Education;
- Work with administrators and faculty to institutionalize new practices & improvements and collaborate with key stakeholders to ensure the adherence to all applicable institutional, state, and federal requirements;
- Facilitate the development & implementation of an effective evaluation and assessment process to evaluate progress toward the achievement of goals and objectives; link program objectives and assessments to the CBC strategic plan goals and initiatives; and
- Other duties or projects as assigned.

D BUDGET
RESPONSIBILITY

Yes

E COMPETENCIES

Departmental Management: Ability to effectively and efficiently manage a department including all related administrative and supervisory functions involving personnel and budget management;

Project Management: Manage projects by focusing attention on key priorities; evaluate approaches, determine feasibility, and adjust plan as needed; develop plans, coordinate projects and teams; communicate changes and progress; complete projects on time and on budget; perform well without direct supervision; do complex work independently; follow tasks through to completion;

Quality Management: Set clear quality requirements; measure key outcomes; improve processes, products, and services;

Leadership: Lead through influence, rather than authority, and take ownership and accountability for the area of responsibility and decisions made; demonstrate confidence within area of expertise – promote a cooperative work

environment; ability to appropriately apply leadership techniques to motivate, develop and guide employees;

Conceptual Thinking: Have the ability to understand a situation or problem by identifying patterns or connections, and addressing key underlying issues; use past professional or technical training and experience, creativity, inductive reasoning, and intuitive processes to find potential solutions or valuable alternatives that may not be obviously related or easily identified; think “outside the box”;

Oral & Written Communication: Speak clearly and persuasively in positive and negative situations; listen and get clarification; respond well to questions; demonstrate group presentation skills; participate in meetings; structure and convey information clearly and effectively through both formal and informal documents; review and edit written work constructively; ability to tailor to audience in mind;

Student Centered: Attention, interest, activities and efforts are centered upon the best interest of students; create and support an environment that enables learners to achieve their personal, academic, and professional goals; provide courteous and helpful responses to all customers, whether they be students, general public or employees from another department;

Support for Diversity, Equity and Inclusion: Reflecting CBC’s mission, vision and values, support initiatives that expand the human qualities that differentiate our workplace and educational setting. Demonstrate and advocate an understanding of differences, open mindedness, compassion, sensitivity and interest in differing viewpoints given the diverse population and show a deep commitment to the involvement of colleagues, students and community members to student experience and success honoring freedom of expression as fundamental to personal, professional and organizational growth;

Accountability: Accountable for own actions, decisions, errors, mistakes and/or failures to act when appropriate; accept responsibility when given, understand what duties employee is responsible for and can be counted upon to carry out those responsibilities; and

Teamwork: Demonstrate a willingness to work with, and help others in completing job assignments, the ability to accept constructive criticism, and to cooperate with fellow employees and supervisors; demonstrate alignment with the "Yes And" culture, (e.g., being present and listening, making

each other look good, embracing change and failure and choosing positivity).

F QUALIFICATIONS

- Master's Degree in Public Affairs, Public Administration, Business, Educational Administration, Non-Profit Management or closely related field;
- Three (3) years of direct student services experience in higher education delivering counseling, advising or other interventions in higher education;
- Three (3) years of experience working with Hispanic and other underrepresented populations;
- Two (2) years of experience in supervision, budget monitoring, project management and accountability for project outcomes;
- Bilingual and biliterate in English and Spanish;

AND

- Strong interpersonal and oral/written communication skills and demonstrated ability to work as part of a team.
- Proficient word processing, spreadsheet & database skills.
- Competence with written and oral communication skills. Analyze problems and implement complex and creative solutions.
- Familiar with how culture affects verbal and non-verbal communication. Ability to articulate and convey information to a wide range of audiences.
- Have knowledge about identity development and the intersections of various aspects of diversity in identity development and the acculturation process.
- General understanding of how various groups, specifically those from historically minoritized backgrounds, economically disadvantaged, and/or racially minoritized students experience higher education and what institutional and societal barriers limit their access and their success.
- Must be able to make culturally appropriate interventions to seek to optimize learning experiences for students.

Preferred Qualifications:

- Three (3) years of progressively responsible experience leading diversity, equity and inclusion programs;
- Direct experience managing large state or federal grants;
- Experience translating equity and inclusion best practices into operational processes; and
- Have experience, knowledge, and understanding of student development theory, retention, and

programming needs of underrepresented students as well as proven leadership experience and effectiveness in advocating for underrepresented populations.

G PHYSICAL
REQUIREMENTS

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility including having the ability to move materials on a regular basis such as files, books, office equipment, etc. and travel between buildings on campus. Manual dexterity and coordination are required to operate equipment such as computer keyboard, calculator, and standard office equipment.

H WORK
ENVIRONMENT

Work environment includes office and other settings as appropriate. It is a fast paced and sometimes stressful services environment. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

I WORKING
CONDITIONS

This is a twelve (12) month per year, full-time position. It is an overtime exempt position with general work hours of Monday through Thursday 7:00 a.m. to 4:30 p.m., and Friday 7:00 a.m. to 12:00 p.m.; however, work hours may vary due to work demands and some evening and weekend work may be required.