

Location: Framingham, MA **Category:** Staff **Posted On:** Wed Dec 14 2022 **Job Description:**

GENERAL STATEMENT OF DUTIES:

Reporting to the Vice President for Diversity, Inclusion and Community Engagement, the Director of CIE manages the operations, programs and resources of the CIE. The Director of the CIE is primarily student-facing and student-outcome-centered and collaborates with a wide range of stakeholders to promote academic and co-curricular engagement of all students, faculty, and staff, with particular focus on minoritized groups such as, but not limited to: Black, Indigenous, students of color, LGBTQ+ students, undocumented students, students with disabilities, first-generation students, and more. The Center operates from an intersectional approach to cultural competency, diversity, equity, inclusion and antiracism that fosters meaningful student engagement, academic success and personal enrichment.

SUPERVISION EXERCISED:

Part-time contract worker(s) and student staff

SUPERVISION RECEIVED:

Vice President for Diversity & Inclusion and Community Engagement

EXAMPLES OF SPECIFIC DUTIES AND RESPONSIBILITIES:

CIE Operations:

- Manage the day-to-day operations of the O'Connor Lounge, which includes the CIE, lounge space, and campus meeting space.
- Provide oversight of department budget; oversees effective use of resources and partner on grants to enhance financial resources.
- Hire and supervise CIE staff members (part-time contract worker(s) and student staff)
- Elevate communication strategies (web, social media, etc.) to promote CIE engagement.
- Execute strategic planning, implementation, and assessment of the Center and its programs.

Student Development & Support:

- Maintain a visible and highly accessible presence on campus.
- Enhance the quality of minoritized students' FSU experience through programming, training and leadership initiatives
 - Coordinate heritage month programming
 - Coordinate Intercultural Graduation Ceremony
 - Lead FSU's Truth Racial Healing Transformation initiative
 - Collaborate on any FSU programs that center minoritized student experiences.
 - Offer diversity, inclusion, equity, and antiracism trainings to student groups and university departments (Student Affairs, Athletics, Admissions, etc.).
- Liaise with the Office of Student Involvement and Leadership Development (SILD) to advise and support the identity based clubs and organizations.

- Launch structured student mentoring opportunities to support the recruitment, retention and graduation rates for minoritized students. Specifically work with the College Planning Collaborative to create effective hand-off program at FSU.
- Collaborate with Enrollment on minoritized student recruitment efforts

Other Responsibilities:

- Lead/co-chair Bias Education and Response Team.
- Serve as a member of campus committees, such as Institutional Inclusive Excellence Committee/Leading for Change Consortium team and Hispanic-Serving Institution Task Force, with the aim of advocating for the needs of minoritized students.
- Engage in professional development activities to ensure knowledge of high impact practices and current landscape (examples could include NASPA, ACPA, NCORE, etc).
- Accountable for ensuring that affirmative action, equal opportunity, and diversity are integrally tied to all actions and decisions in areas of responsibility.
- Responsible for reporting knowledge or receipt of reports of discrimination, discriminatory harassment, and retaliation from students or other members of the university community to the Equal Opportunity Officer or Title IX Coordinator.

WORKING CONDITIONS:

Work primarily occurs on the FSU campus in an office space, the Center for Inclusive Excellence, and across campus. Some evening and weekend hours required.

Job Requirements:

MINIMUM QUALIFICATIONS:

- Demonstrated commitment to cultural competency, diversity, inclusion, equity and antiracism
- Minimum of three years' post-graduate professional work experience in higher education, specifically with some experience working directly with equity issues and minoritized students.
- Experience facilitating diversity, inclusion, equity and antiracism trainings
- Experience advising student based affinity groups
- Strong communication (oral and written) skills.

PREFERRED QUALIFICATIONS:

- Master's degree with coursework in Higher Education Administration, Counseling, Social Work or a related field.
- Significant experience executing diversity, inclusion, equity and antiracism programs
- Experience supervising student and/or professional staff
- Budget management skills
- Program assessment skills

Additional Information:

This is a full-time, exempt, benefits-eligible position in the Association of Professional Administrators (APA) bargaining unit with a title of Director. The salary range is \$67,000-75,000.

It is the policy of Framingham State University that all employees be vaccinated against COVID-19 before they begin employment. Proof of the COVID-19 vaccine is required of all individuals hired by FSU, to be verified after a verbal offer of employment has been accepted, and before employment begins. Prospective employees may submit a request for a medical or religious exemption to the COVID-19 vaccination requirement to Human Resources.

Framingham State University conducts criminal history and sexual offender record checks on recommended finalists prior to final employment for all positions.

Framingham State University is an equal opportunity/affirmative action employer.

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

Apply Here: <https://www.click2apply.net/pqAZqPF57zzMnTjrdCNMgV>

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