



Tacoma Community College Position Description

Position:		<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Exempt
Associate Director of Equity, Diversity, and Inclusion		<input type="checkbox"/> Hourly
Division / Department:	Name:	
Equity, Diversity, and Inclusion		
Reports to:	Supervises:	
Vice President for Equity, Diversity, and Inclusion	N/A	

Position Summary:

Tacoma Community College (TCC) serves the educational, workforce, and cultural needs of our diverse students and communities through the core themes of advancing equity, diversity, and inclusion; cultivating exceptional learning; strengthening community partnerships; and enhancing institutional vitality. We are seeking an Associate Director of Equity, Diversity, and Inclusion to provide subject matter education, coaching, programming, evaluation and reporting-- as it relates to TCC’s equity, diversity, and inclusion (EDI) goals. As the winner of the regional *Charles Kennedy Award for Equity*, EDI are high priority initiatives for TCC. The Associate Director of EDI is critical in helping to create organizational accountability and effectiveness, compliance, momentum, and advancement towards TCC’s equitable and anti-racist goals.

This position will be a part of the Office for Equity, Diversity, and Inclusion (OEDI) and will collaborate with, and report to, the Vice President (VP) for Equity, Diversity, and Inclusion (EDI). OEDI includes the Vice President (VP) for EDI, the executive assistant to the VP for EDI, Institutional Research, and Professional Development. Together, OEDI leads the integration of EDI principles, values and practices across TCC towards the fulfillment and maintenance of the goals outlined in our strategic plan and mission, while helping to foster an equitable and inclusive culture of learning and effectiveness.

Essential Functions:

Programming and Training

- Work closely with the VP for EDI to develop and deliver a comprehensive anti-racist, diversity, equity, and inclusion educational initiative for the campus community.
- Support, collaborate, engage, and manage TCC’s Affinity Groups, providing structure and tools as needed to engage EDI learning in those group settings and to ensure alignment with the strategic vision of OEDI.
- Promotes dialogue and facilitates interaction among groups on campus which generates dynamic learning across the campus and use evidence based strategies to assist the College in developing efforts to create and sustain a culture that embraces and promotes diversity, inclusion, and accessibility in the broadest meanings.
- Collaborate with Director of Multicultural Support for Diversity and Inclusion programming and support for students.
- Develop and oversee the implementation of strategies, programs, and professional development that promote access, retention, and success for campus employees—particularly for groups that have been historically excluded or underserved in higher education.
- Assist VP for EDI in development and presentation of EDI updates for Board of Trustee meetings.
- Establishes and maintains strong community presence and relationships; works collaboratively with established relationships to identify community assets and support community and organization needs.
- Develop a repository of materials (e.g., reference materials, assessments, visual aids, toolkits, etc.) that will serve as resource guide for our campus.
- Establish and build productive and healthy working relationships across the organization to mentor and coach colleagues in understanding and responding to EDI related topics and issues.
- Collaborate with all members of the OEDI Team, and affiliated groups on various projects and events for seamless alignment

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and delivery of services.

- Promotes diversity and inclusion activities within the institution.
- Attend and engage with college committees.
- Support the VP for EDI in the organization and logistics of the councils and committees that the OEDI manages.
- Develop and maintain processes that foster organizational effectiveness and continuous improvement across departments.
- Perform other duties as assigned.

Essential Functions:

Evaluation and Reporting

- Develop and monitor metrics for evaluating the effectiveness of strategies, training, and programming offered by the OEDI.
- Assist the VP for EDI with the development and administration of institutional surveys (e.g., climate).
- Measure, monitor, and leverage TCC's data and metrics, and partner with and support each department to create and sustain a culture of EDI within and across our institution:
 - Inform EDI metrics and organizational goals
 - Create processes to compile data as it relates to TCC's EDI related efforts and outcomes.
 - Develop, monitor, analyze, interpret, and report on TCC's EDI related efforts and outcomes.
 - Generate and maintain institutional scorecards as it relates to TCC's EDI related efforts and outcomes to provide regular progress reports to the college.
 - Communicate and present data, insights, and recommendations to all levels of the college, clearly, and concisely.
- Collaborate and support college departments in developing, monitoring, and reporting of their strategic planning efforts as they relate to Core Theme 1 (Advancing Equity, Diversity, and Inclusion) of TCC's 2020-2025 Strategic Plan.
- Lead special research projects as assigned by the VP for EDI.
- Become familiar with existing institutional databases, dashboard, and reports to extract on-demand and ad-hoc data for the VP for EDI.
- Keep up with emerging technology to continuously improve reporting processes and the usability and efficiency of reporting.
- Advancing the College's commitment to use an evidence based approach to reducing and dismantling inequity.

Duties of the position require knowledge, skills and abilities:

- Work successfully with individuals and groups representing a wide range of diverse cultural, geographic, and socioeconomic backgrounds
- Strong organization and communication skills, including experience presenting complex ideas to various constituencies.
- Experience developing, implementing, and maintaining processes as they pertain to equity, diversity, and inclusion.
- Model professional decorum and mutual respect in all personal interactions.
- Demonstrated record using principles and practices of creating equitable access and an inclusive environment for students and employees. Passion for explaining and presenting data or complex ideas to diverse constituent groups.
- Advanced communication skills with ability to listen actively and respond to fellow employees in a timely, competent manner both verbally and non-verbally.
- Broad thinking and perspective of current diversity, equity, and inclusion trends, and best practices that lead to transformational change.
- Experience working with cross-departmental groups to accomplish college-wide goals.
- Ability to establish and maintain positive and respectful working relationships with internal and external customers.
- Must maintain a high standard of conduct and ethical behavior

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Duties of the position required experience:

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Three or more years of experience as an EDI subject matter practitioner.
- Demonstrated knowledge of best practices, and literature regarding equity, diversity, and inclusion.
- Recent relevant experience in training/education design, delivery, and facilitation in areas of diversity and inclusion.
- Experience with creating and maintaining program or projects that sustain, foster, or increase the access, retention, and promotion of an organization's employees—particularly for groups that have been historically excluded from participation.
- Experience collecting, analyzing, and interpreting data.

Preferred Qualifications:

- Master's degree from an accredited college or university.
- Experience in an education environment, especially a community college.
- Experience with creating research projects from start to finish—design, implementation, analysis, and synthesis.
- Knowledge and understanding of research principles, statistics, and outcome measurement tools and systems.
- Have experience building effective multi-year EDI strategies, including full lifecycle plans in at least one of the following areas of recruitment, retention, learning, or engagement.

Required work schedule and work environment:

Schedule is M-F 8:00am-5:00pm. Must be available occasional evenings, nights, and weekends as needed. Summer schedule may vary to four 10-hour days. Work location is Building 7 on the TCC main campus.

Required conditions of employment:

Successful completion of a criminal history background check prior to employment.

COVID 19 vaccine

Application Process

Complete application packages must include the following:

1. Tacoma Community College application.
2. Resume and cover letter. Indicate in your letter how your educational background and experience align with the qualifications for this position.
3. Unofficial (copies) transcripts for all colleges and universities attended
4. Tacoma Community College is committed to creating and supporting a multi-cultural climate that welcomes, fosters, respects, and celebrates diversity. Please attach a statement (maximum two pages) describing your experiences with other cultures and communities, your level of cultural self-awareness and how you have integrated both experience and self-awareness into your living/working environment.

Term of Employment

This is a full-time professional exempt position contracted on an annual basis. The salary for this position is \$70,000 to \$75,000 per year DOE/DOQ. The salary will be prorated to reflect the actual number of contract days worked in the remainder of the fiscal year. Flexibility in scheduling is required to meet the needs of the department. Tacoma Community College provides a generous comprehensive benefits package. Inclusive of considerate PTO, competitively affordable medical-dental plans, substantial life insurance options and broad range of retirement plans. Degrees must be



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from accredited colleges or universities recognized by the U.S. Department of Education and verified by National Student Clearinghouse.

Tacoma Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Provides reasonable accommodations for qualified students, employees, and applicants with disabilities in accordance with the Americans with Disabilities Act and Federal Rehabilitation Act. The following persons have been designated to handle inquiries regarding non-discrimination policies: Stephen Smith, Title II and Title IX, 253-566-5055; Dolores Haugen, Section 504 Officer, 253-566-6090. Tacoma Community College is a smoke-free/drug free environment. This recruitment announcement does not reflect the entire job description and can be changed and or modified without notice.

Supervisor Signature: _____

Date: _____

Human Resources Approved: _____

Date: _____

Employee currently in position signs below, return original copy to Human Resources.

Incumbent: _____

Date: _____