Program Specialist for Diversity & Inclusion Education & Training

Posting Details

Job Title: Program Specialist for Diversity & Inclusion Education & Training
Position Number: 900023
Vacancy Open to: All Candidates
Department: AAH Office for Equity and Diversity
Department Homepage: https://oed.ecu.edu/
Advertising Department: OFFICE FOR EQUITY & DIVERSITY
Division: Academic Affairs
Classification Title: Program Specialist
Working Title: Program Specialist for Diversity & Inclusion Education & Training
Number of Vacancies: 1
Full Time Equivalent (FTE): 1.00
Full Time or Part Time: Full Time
Recruitment Range: Commensurate with Qualifications
Position Location (City): Greenville
Position Type: Non-Faculty
Job Category: Non-Faculty Instructional & Research

Organizational Unit Overview: As a unit, the office is designed to serve students, faculty and staff and provides leadership to the university’s efforts to foster a welcoming and inclusive environment, and maintain equal opportunity compliance in accordance with federal and state laws. The office promotes equity in educational opportunity, programming, and employment, and promotes an environment of diversity, respect and inclusion for all members of the university community.

Job Duties: The Program Specialist for Diversity and Inclusion Education and Training (“Program Specialist”) is responsible for developing and delivering education and training programs to promote and sustain diversity, inclusion, equity and respect. The Program Specialist reports to the Diversity and Inclusion Program Manager and is responsible for the following job duties and responsibilities:
Implementing an institution-wide comprehensive education and training initiative to cultivate a campus climate of inclusion and respect for all employees and students.

Facilitating workshops designed to address issues related to cultural competence.

Proposing, planning, and coordinating diversity seminars for students, staff and faculty.

Serving as the subject-matter expert in bias awareness in recruitment, selection and other employment or academic decisions and working collaboratively with the Affirmative Action Compliance Program Manager to provide content for related educational programs.

Developing content and proposals for diversity-sensitivity and cultural competence awareness publications and communications.

Providing consultation and coaching to managers and supervisors to improve cross-cultural communication.

Developing proposals and recommendations for institutional policy revisions that will facilitate the fostering of a diverse and inclusive community.

Providing other diversity and equity services as deemed appropriate to the functioning of the OED unit.

Position is contingent upon available funding.

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<th>Minimum Education/Experience</th>
<th>Minimum Qualifications:</th>
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<td>Master’s Degree from an appropriately accredited institution with at least two years of experience leading diversity programs OR a Bachelor’s degree from an appropriately accredited institution with at least five years of experience leading diversity programs; two years of experience conducting diversity training; and a demonstrated ability to work effectively with a culturally diverse workforce and provide leadership in organizational change. Qualifying degrees must be received from appropriately accredited institutions and conferred by the time of hire.</td>
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| License or Certification Required by Statute or Regulation | N/A |

| Preferred Experience, Skills, Training/Education | East Carolina University requires applicants to submit a candidate profile on-line in order to be considered for the position. Candidates should submit a cover letter that outlines how their experience and qualifications specifically align to this position, a curriculum vitae/resume, and a list of three references, including contact information, on-line. Applicants must be currently authorized to work in the United States on a full-time basis. |

| Additional Instructions to Applicant | In order to be considered for this position, applicants must complete a candidate profile online via the PeopleAdmin system and submit any requested documents. Additionally, applicants that possess the preferred education and experience must also possess the minimum education/experience, if applicable. |

| Job Open Date | 01/24/2022 |

| Open Until Filled | Yes |

| Job Close Date - Positions will be posted until 11:59 p.m. EST on | |

https://ecu.peopleadmin.com/postings/48446/print_preview
East Carolina University is an equal opportunity and affirmative action employer and seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. We encourage qualified applicants from women, minorities, veterans, individuals with a disability, and historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the Department of Human Resources at (252) 737-1018 (Voice/TTY) or ADA-Coordinator@ecu.edu.

Eligibility for Employment
Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. ECU participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Office of Human Resources Contact Information
If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (252) 328-9847 or toll free at 1-866-489-1740 or send an email to employment@ecu.edu. Our office is available to provide assistance Monday-Friday from 8:00-5:00 EST.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please indicate where you learned about this job vacancy.
   - LinkedIn
   - Chronicle of Higher Education
   - CareerBuilder
   - Greenville Daily Reflector
   - Raleigh News & Observer
   - InsightIntoDiversity.com
   - HigherEdJobs.com
   - InsideHigherEd.com
   - Monster.com
   - Indeed
   - ECU Website
   - Other

2. * Will you now or in the future require visa sponsorship for employment?
Documents Needed To Apply

Required Documents
1. Curriculum Vitae/Resume
2. Cover Letter
3. List of References

Optional Documents

Yes
No