Position Summary:

The Assistant Provost for Inclusion & Diversity provides institutional leadership to support, strengthen and expand the culture of inclusion and diversity at Saint Joseph's University. As Senior Diversity Officer, the Assistant Provost directly supervises the Director for Student Inclusion & Diversity, the Director for Inclusion & Diversity Access Programs and the Women's Center. The position also has dotted line supervision of the Associate Director for Student Success & Inclusion.

The Assistant Provost for Inclusion and Diversity will chair the newly formed President's Institutional Inclusion and Diversity Council. In that specific role, the position reports directly to the President. Given the importance and broad scope of this work, the position will work cooperatively on diversity initiatives in support of the mission of the University with the Office of Human Resources, Enrollment Management, the University Mission Office, and other stakeholders throughout campus.

Duties and Responsibilities:

- Provide leadership, advocacy, support services and programming to strengthen the culture of inclusion and diversity at SJU by maintaining an active and visible presence on campus.
- Chair the President's Institutional Inclusion & Diversity Council.
- Lead and facilitate inclusion and diversity education and training for all University constituencies.
- Develop an operational model (i.e., diversity strategic plan) and outcome metrics in support of the University's mission and current Strategic Plan with regard to inclusion and diversity.
- Develop and implement curricular and co-curricular initiatives that are inclusive and diverse.
- Coordinate campus-wide awareness events (e.g., Martin Luther King Jr. Celebration, Black History Month, Women's History Month, and Diversity Awareness Week).
- Develop and manage the Office of Inclusion & Diversity budget including co-sponsorship opportunities with campus partners.
- Supervise the Director for Student Inclusion & Diversity in creating an environment of inclusion by enhancing the experience of underrepresented student populations, creating opportunities for engaged, meaningful, and challenging dialogue, providing services that assist with the retention of underrepresented students, and promoting a college environment that supports underrepresented, under-resourced students of diverse identities.
- Supervise the Director for Inclusion & Diversity Access Programs in collaborating with Undergraduate Admission on the development of appropriate enrollment goals and program outcomes.
- Supervise the Women's Center activities and programs.
- Collaborate with the Director for Recruitment, Engagement & Retention in Human Resources and the Director of Multicultural Recruitment to promote inclusion and
diversity goals in hiring, student recruitment and retention of under-represented populations.

- Collaborate with the Student Life division on the Transformative Learning Goals to promote diversity and inclusion for the entire student population.
- Partner with the Center for International Programs, Student Disability Services, Veteran’s Services and Student Success to facilitate the effective, ongoing integration of underrepresented populations into the University community.
- Develop and maintain active partnerships with the external community and appropriate alumni groups in support of inclusion and diversity.
- Develop and maintain active partnerships with faculty, staff, and administrators in support of inclusion and diversity.
- Serve as Chair or active member of other standing committees and ad hoc committees that address diversity, equity and/or inclusion (e.g., Diversity awareness committee, Diversity Commission (advisory board for the office of inclusion and diversity), the Alliance).

Minimum Requirements:

- Master’s degree in Multicultural Education, Social Work, Sociology, Communications (e.g., intercultural) or a related field.
- Minimum of 5 years’ experience in the development, implementation, and assessment of inclusion and diversity strategies and practices.
- Evidence of nuanced, broad, and sophisticated understanding of racial, religious, cultural, socioeconomic status, gender expression, and sexual orientation.
- Excellent written, oral and interpersonal communication skills, including ability to build rapport and collaborate with diverse constituents both internally and externally.
- Proven experiences as a trainer and educator on issues of inclusion and diversity.
- Demonstrated excellence in budget preparation, decision-making, supervision, long-range planning, organization and conflict management.
- General understanding of laws relating to equal opportunity, affirmative action, and claims of discrimination and harassment (e.g., Title IX), relating to faculty, staff, and students.
- Demonstrated ability to prepare, analyze, and interpret reports to adequately describe inherent information.

Preferred Qualifications:

- Terminal Degree and record of research in a relevant field.
- Experience working in a higher education setting with multiple constituencies (i.e., students, faculty, staff, administrators).

Physical Requirements:

- Ability and willingness to work occasional weekend and evening hours.
- Mobility to get around campus.
On-line applications only. For a complete description of position responsibilities, qualifications, and to apply, please visit: https://jobs.sju.edu.

Saint Joseph's University is a private, Catholic, and Jesuit institution and expects members of its community to be knowledgeable about its mission and make positive contributions to that mission. Saint Joseph's is an equal opportunity employer that seeks to recruit, develop and retain a talented and diverse workforce.

EOE M/F/D/V

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