

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

January 8, 2021

JOB TITLE: Director of Diversity, Equity and Inclusion

REPORTS TO: Vice President for Mission Integration & Campus Ministry

DEPARTMENT: Mission Integration & Campus Ministry

Job Summary: The Director of Diversity, Equity, and Inclusion provides leadership and strategic vision in the effort to cultivate and sustain a diverse, equitable, and inclusive campus environment. Inspired by the Catholic, Franciscan mission of Hilbert College, the Director of Diversity, Equity, and Inclusion collaboratively develops programming and services designed to enhance the recruitment, success, retention, and well-being of underrepresented students. In addition, this position works with leadership to proactively ensure that campus programs, policies, and procedures foster a college-wide commitment to diversity, equity, and inclusion. The Director will also recommend training initiatives and professional development to foster equitable pedagogy and create an inclusive campus climate. Reporting directly to the Vice President of Mission Integration & Campus Ministry, the position is responsible for ensuring that diversity, equity, and inclusion are embedded in all facets of the institution.

Requirements/Qualifications: Deep understanding of and passion for the work of diversity and inclusion. A dedication to the success and well-being of students. A working knowledge of national trends and proven best practices. Well-organized and self-directed individual who exhibits a high level of integrity that inspires trust and confidence. A good listener, communicator, collaborator, and influencer. Strong administrative ability to articulate and realize concrete measures for implementing a strategic vision. Ability to lead with a consultative style, foster open communications, and proactively build positive relationships with faculty, staff, students, and diverse constituencies. An appreciation for the tradition of social justice articulated within the Catholic, Franciscan mission of Hilbert College. **Minimum Qualifications:** Master's degree in Cultural Studies, Ethnic Studies, Gender Studies, Student Affairs, Higher Education Administration, Sociology, or related field. **Preferred Qualifications:** Five years' work experience in higher education settings with significant administrative responsibilities. Demonstrated success supporting students from underrepresented groups and first-generation students. Demonstrated experience planning and implementing procedures for student retention and persistence.

Interested candidates should submit a cover letter, resume and contact information for three professional references to: Maura A. Flynn, Director of Human Resources, jobs@hilbert.edu. All inquiries and applications will be received in full confidence.

Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>

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