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## Auburn University Job Description

Job Title: **Spec Asst, Inc & Div Education**

Job Family: No Family

Job Code: **AA69**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

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### Job Summary

Directs inclusion and diversity educational, organizational learning and leadership experiences for faculty, staff, and administrators at Auburn University. Formulates and delivers a diversity and inclusion educational learning strategy to inform and drive change and success consistent with Auburn University's mission, goals, and strategic priorities.

### Essential Functions

1. Directs the research, design, implementation, and coordination of inclusion and diversity educational learning curriculum and experiences for faculty and staff to create awareness and reflect institutional commitment to diversity, inclusion and inclusive excellence.
2. Directs the launch, implementation, and integration of inclusion and diversity organizational learning for faculty and staff.
3. Develops tiered, web-based and face-to-face, innovative inclusion and diversity learning experiences at introductory, intermediate, and advanced levels.
4. Establishes competencies in which to assess faculty and staff inclusion and diversity learning and aligns assessments and evaluation tools to measure growth and development of employees, impact on climate, and institutional culture.
5. Develops signature diversity and inclusion educational and professional development programs for Auburn University supervisors and leaders.
6. Creates, updates, and maintains a comprehensive content library of training plans, learning materials, and other related materials.
7. Researches models and develops experiences to engage conversations and facilitates dialogue among faculty and staff to strengthen connectedness within the academic community.
8. Researches, adopts, and utilizes evidence-based, data driven approaches in the design of "success and excellence promising" strategies for faculty and staff.
9. Builds partnerships with departments, faculty, and staff to support and enhance the quality of life and experience for underrepresented staff and advance a shared vision to foster a diverse, welcoming and affirming environment.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	No specific discipline, Higher Education Administration preferred
<b>Experience (yrs.)</b>	7	Experience in advancing inclusion and diversity initiatives in a complex organization. Experience researching, designing, and/or administering institutional diversity and education programs. Five years' experience in developing adult education/training/learning programs. At least 2 years of directly supervising full-time employees.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of educational/organizational learning to drive organizational change. Knowledge of diversity, equity, inclusion, and cultural competence principles.

#### Certification or Licensure Requirements

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/26/2017

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