
Auburn University Job Description

Job Title: **Spec Asst, Inclusion & Diversity**

Job Family: No Family

Job Code: **AA73**

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

FLSA status: Exempt

Job Summary

Reporting directly to the Vice President/Associate Provost for Inclusion and Diversity, this position supports the overall mission and vision of the Office of Inclusion and Diversity by providing direct support to institution-wide programming efforts, diversity action planning, strategic initiatives, assessment at the unit level and overall unit-wide operations and functionality.

Essential Functions

1. Operationally facilitates and ensures cohesion among the programs and sub-units facilitating a unified, coordinated approach to inclusion and diversity work across the department.
2. Coordinates, guides, influences, monitors, and appropriately participates with institutional unitbased (academic and administrative units) diversity and inclusion efforts and programs through the Office of Inclusion and Diversity. Consults with units as needed regarding major diversity and inclusion related projects and initiatives.
3. Advances priorities unifying work at a high-level through the department, managing and monitoring operations, directing projects, work quality, and delivery as a key Inclusion and Diversity leadership team member.
4. Acts as a liaison between the Office of Inclusion and Diversity to stakeholders, committees, and workgroups managing timelines, meetings, events, parameters, work product quality, and deliverables.
5. Identifies, gathers, and reviews relevant evidence-based research and data to inform the work of upper management, affiliated committees, workgroups, and special teams.
6. Develops and recommends strategy and implementation process for unit based strategic planning on behalf of the upper management.
7. Establishes protocol and supervises the department's research, assessment professionals, and consulting staff in the collaborative development of diversity and inclusion metrics and action plans to drive institutional outcomes that are specific to values commitment and educational excellence at Auburn University.
8. Enhances existing and developing diversity recognition, celebration, and awards programs to acknowledge progress, success, and excellence.
9. Develops quarterly and annual reports, and other research studies as tasked.
10. Consults with academic programs and administrative units on DEI-related strategic goals and climate ensuring that outcomes, metrics and strategies are aligned with both institutional and national standards.
11. Offers consultative and advisory support to academic degree programs for DEI-related curricular assessment.
12. Manages the internal assessment protocols for unit-wide programs and initiatives ensuring a comprehensive qualitative and quantitative approach to internal assessment measures.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

Auburn University Job Description

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	No specific discipline.
Experience (yrs.)	5	Experience in strategic planning, research, and report development, and managing a unit. Two years' experience in managing a team in a complex organization. Minimum of 3 years' experience managing inclusion and diversity efforts, EEO, or multicultural related programs, with demonstrated experience in diversity metrics, assessment, and diversity goal management. Advanced interpersonal skills for individual and group settings.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of cultivating professional staff and developing organizational efficacy. Must maintain collaborative and effective working relationships with students, staff, faculty, and administration.

Certification or Licensure Requirements

None Required.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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: 11/2/2020
