
Auburn University Job Description

Job Title:	Mgr, Diversity Inclusion	Job Family:	No Family
Job Code:	EA47	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Provides leadership in developing and executing diversity initiatives and partnerships in support of the mission of the Office of Diversity and Multicultural Affairs.

Essential Functions

1. Collaborates with colleges and units at the university to assess needs and to incorporate diversity initiatives, strategies, and programs.
2. Designs processes, interventions, and training programs to incorporate diversity principles and practices into the university culture.
3. Oversees the development and implementation of diversity initiatives and strategies designed to create an inclusive and welcoming campus environment for all underrepresented students, faculty, and staff.
4. Oversees and organizes programs aimed at increasing alumni engagement and designed to heighten awareness of the university's diversity initiatives.
5. Develops, partners, and consults with internal and external stakeholders on diversity-related issues.
6. Provides and presents diversity strategy presentations to customers and ensures university-wide implementation.
7. Provides management oversight for the Office of Diversity and Multicultural Affairs.

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.

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>
Education	Masters Degree	Degree in Any Field
Experience (yrs.)	5	Experience in project and/or program design/administration in areas related to diversity and/or multicultural affairs

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of diversity in higher education, diverse populations, budgeting practices, and promotional strategies and developed supervisory skills.

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 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, reaching, talking, hearing, handling objects with hands, .

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

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

Date: 11/5/2014
