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## Auburn University Job Description

Job Title: **Deputy Chief Diversity Officer**

Job Family: No Family

Job Code: **AA73**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

Reporting to the Vice President and Associate Provost for Inclusion and Diversity, this position provides strategic leadership, direction and operational oversight to key subunits within Office of Inclusion and Diversity and supports the advancement of the units mission and goals. This position serves as a key team member in the Office of Inclusion and Diversity. This position is responsible for managing operations and ensuring optimal services are provided across the unit in the areas of communication, financial analysis, human resources, institutional research, and policy and procedures.

### Essential Functions

1. Provides counsel to the Vice President and Associate Provost for Inclusion and Diversity on strategic and operational issues related to unit strategic planning, student success and belonging, DEI education, institutional research and assessment and communications towards the advancement of OID's mission and goals.
  2. Provides day-to-day supervisory, operational and programmatic oversight to key OID subunits; to include the Cross Cultural Center for Excellence, DEI Education as well as research, assessment and strategic planning related responsibilities. Provides administrative oversight to the development of unit-wide processes, procedures and practices. Oversees annual sub-unit goal and budget allocation setting processes, to include the setting, review, adjustment and finalization of sub-unit budgets as well as deeper, more insightful financial analysis.
  3. Represents OID on committees and other institutional bodies as assigned, providing advocacy, direction, counsel, and guidance based on institutional DEI goals and priorities.
  4. Develops, compiles and presents research, analysis, reports, correspondences, and issue briefings based on research findings on topics related to campus climate, faculty/staff recruiting, student achievement, and other key initiatives. These reports provide the basis for policy and practice changes at the institutional-level.
  5. Builds partnerships with key campus partners and stakeholders in academic and administrative units to support and enhance the quality of experiences and outcomes for underrepresented faculty, staff, and students.
  6. Leads and implements strategies to enhance staff effectiveness, teamwork and professional development in the OID. Manages key unit performance indicators across the unit. Through direct reporting staff, identifies and implements continuous improvement initiatives to ensure operational effectiveness in a constantly changing environment.
  7. Performs administrative assignments, special projects and initiatives as directed by the VP/AP, with the authority to delegate all tasks and projects to other personnel within OID.
  8. Works collaboratively with the VP/AP to provide expertise in creating, reviewing, and approving university policies, procedures, and guidelines related to diversity, equity, and inclusion. This includes working on projects that have legal and compliance implications for the institution.
  9. Works collaboratively with the VP/AP on campus-wide efforts to secure grants and external funding towards the advancement of diversity, equity, and inclusion. Consults with faculty on these efforts, providing guidance and strengthening OID's positioning for securing external funding opportunities.
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## **Auburn University Job Description**

### **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>
<b>Education</b>	Master's Degree	No specific discipline.
<b>Experience (yrs.)</b>	6	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:**

Indicated education is required; no substitutions allowed.

#### **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.

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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 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: 4/22/2022

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