



Position Description - Unclassified

Position Status:

Position Title		Position Number
Executive Assistant/Coordinator for the Diversity, Equity and Inclusion Office		E99927
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 Months	7/1/22 - 6/30/23	Diversity, Equity and Inclusion
Position Type		FLSA
Full Time (Unclassified)		Exempt
Reports to		Reports to Position Number
Executive Director of Diversity, Equity and Inclusion		E99218
Incumbent		University ID #
N/A		N/A

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
<p>The mission of the Diversity, Equity and Inclusion (DEI) Office is to work across the university and greater WOU community to develop and implement diversity, equity, inclusion and access initiatives to make WOU a more equitable and inclusive place to learn, live, and work. The DEI Office develops, implements, and administers a wide range of programs within guidelines provided by the WOU Board of Trustees, including but not limited to priorities and expectations in the Board Statement on Diversity, Inclusion, Equity and Accessibility, the university president, and objectives and initiatives articulated in the university's Diversity Action Plan and its cultural competence standards. The DEI Office is also home to the WOU Title IX Coordinator. The initiatives developed by the DEI Office, in partnership with university and community stakeholders, will create a sustainable environment that will attract diverse faculty, staff and students to an inclusive, accessible, and supportive university. The office will maintain and continue to improve the Diversity Action Plan and support the institutional strategic plan and goals.</p>
B. Describe the purpose of this position and how it functions within this program.
<p>The purpose of this position is to support the new Diversity, Equity and Inclusion (DEI) Office in university wide initiatives. This position reports to and supports the Executive Director of DEI, and will work with them on implementing year-round programming, professional development, and university and community initiatives. As a new department, the Diversity Action Plan will be utilized as a guide to begin to develop strategic initiatives and programming to advance WOU's commitment to DEI, including but not limited to, training and professional development, equity audits, cultural and identity-based celebrations, university and greater community outreach, etc. This position will assist in the documentation of cultural competency efforts in accordance with Oregon House Bill 2864 (2017). This position will greet and interact with individuals working with the Title IX Coordinator and is expected to maintain confidentiality at all times. The DEI office serves the entire university community, with an emphasis on equity and inclusion for historically excluded and exploited populations.</p>



Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
45%	<p>DEI Initiatives and Programming Development and Implementation</p> <ul style="list-style-type: none"> • Collaborate with the Executive Director of DEI to create and promote programming designed to cultivate and foster an appreciation of diverse ethnic and cultural heritages with the goal of forming and sustaining a more equitable, inclusive and accessible university environment • Assist with designing, delivering and implementing workshops, presentations, etc. to promote DEI at WOU • Assist the Executive Director of DEI, as well as, faculty, staff and students in the development and implementation of DEI initiatives based on interest and university needs • Provide advocacy and consultative guidance to the Executive Director of DEI and students on campus related DEI initiatives • Assist with efforts to produce and facilitate special events • Identify, research, and share trends and best practices related to DEI, Title IX, and higher education (national, regional and community trends, policies, etc.) • Develop and maintain relationships with university and community stakeholders; including students, faculty, staff, community organizations, non-profit organizations, etc.
50%	<p>DEI Office Management</p> <ul style="list-style-type: none"> • Provide administrative assistance to the Executive Director of DEI, including but not limited to, calendar management; scheduling meetings with internal and external partners; make complex travel arrangements; manage procurement and travel card for DEI Office; monitor DEI Office budget; assist with projects in support of the Executive Director of DEI as well as the areas they oversee • Coordinate and oversee the day-to-day management and inventory of the DEI Office • Provide support, referrals and guidance for individuals visiting the DEI Office; including individuals working with the Title IX Coordinator • Provide resources, especially related to DEI, to individuals visiting or requesting materials from the DEI office; including individuals working with the Title IX Coordinator • Collaborate with Executive Director of DEI to maintain the department website • Collaborate with Marketing & Communications, Executive Director of DEI, students, and others to create content related to DEI initiatives, events, etc. • Assist with drafting communications related to DEI and accessibility • Assist with the development of tracking and assessment tools for DEI related initiatives, and coordinate distribution as needed; assist with tracking post development • Oversee the onboarding, supervision, and evaluation of student employees and volunteers • Coordinate event/performer contracting processes • Prepare program/project timelines and tasks



5%	<p>Professional Development & University Service</p> <ul style="list-style-type: none">• Serve on university committees as appropriate• Engage meaningfully in professional development opportunities, both on and off campus• Other responsibilities as assigned
B. Required Qualifications	
<p><i>List any certificates, licenses, academic degrees, or experience <u>required</u> to perform the duties of this position. Indicate if a combination of education and experience is acceptable.</i></p> <ul style="list-style-type: none">• Bachelor's Degree• Two years of professional experience (preferred in higher education, nonprofit organization, or related organization)• Evidence of customer and/or student service skills• Evidence of excellent communication skills• Experience working with diverse populations and a demonstrated commitment to social justice	
Preferred Qualifications	
<p><i>Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.</i></p> <ul style="list-style-type: none">• Demonstrated office management experience• Demonstrated budget management experience• Demonstrated experience in developing and facilitating workshops and/or classes, or similar activities• Demonstrated event planning and facilitation experience• A background that provides evidence of navigating barriers similar to those encountered by historically excluded and exploited populations• Demonstrated ability to form and maintain effective relationships with a variety of stakeholders and stakeholder groups	
C. Knowledge Areas	
<p><i>List the major areas of knowledge that are required to perform the duties of this position.</i></p> <ul style="list-style-type: none">• Understanding and knowledge of DEI related issues and Title IX• Ability to work across stakeholder groups• Effective communication skills; including the ability to facilitate dialogue and listen effectively in a variety of situations• Time management and attention to detail• Highly motivated to take initiative and perform duties independently• Demonstrated ability to engage across cultures or backgrounds as well as to develop knowledge of and respect for individuals from a broad array of cultures and backgrounds	



Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
X	Delegated authority to monitor budget	\$500,000
	Limited approval authority for purchase	\$
X	Purchase only with higher level approval	\$55,000

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
	Hire	X	Assign Work
	Transfer		Recommend salary adjustments
	Discipline		Approve requests (i.e. leave)
	Dismiss	X	Respond to complaints/grievances
	Layoff		Conduct performance assessments
	Promote	X	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
X Student Employees (average per term)		
Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
<ul style="list-style-type: none"> Recommendations regarding DEI initiatives, programming and events at WOU Recommendations regarding selection and administration of relevant and multifaceted trainings across campus

Additional Information:

List any additional information that would help describe the nature of the position.
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- Ability to travel to on- and off-campus events
- Willingness to work occasional nights and weekends as needed

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Dominique Vargas	
Reviewer (VP / Director)	Reviewer Signature / Date
Dominique Vargas	
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		