

Position Description - Unclassified

Position Status:

Position Title		Position Number
Assistant Director of Diversity, Equity and Inclusion/Hispanic Serving Institution (HSI) Initiatives		E99927
Appointment (9mos. / 12 mos. / Other)	Work Location	Department / Division
12 Months	Monmouth, OR (on campus)	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:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The mission of the Diversity, Equity, and Inclusion (DEI) Office is to work across the university and the 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 WOU's Title IX office. WOU is striving to become a Hispanic Serving Institution (HSI) and that work is being led out of the DEI office. The initiatives developed by the DEI Office, in partnership with university and community stakeholders, will create a sustainable environment that will attract diverse students and employees to an inclusive, accessible, and supportive university.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The Assistant Director of DEI/HSI Initiatives is responsible for managing and coordinating university efforts to become an HSI (and in time maintain HSI designation); this includes but is not limited to, programmatic implementation, operation, and day-to-day responsibilities associated with the university's HSI efforts. The Assistant Director of DEI/HSI Initiatives plans, oversees, and participates in the functions, operations, and activities regarding achieving and maintaining HSI designation, with an emphasis on serving students. The Assistant Director of DEI/HSI Initiatives will serve as a leader and will at times act as a liaison between WOU and the larger Hispanic/Latino/a/e community, and develop effective strategies, relationships, and communications with faculty, staff, students, community groups, educational entities, and funding agencies as related to HSI initiatives. The Assistant Director of DEI/HSI Initiatives will facilitate, coordinate and assess professional development. Additionally, they will assist the Executive Director of DEI with DEI office administrative and programming responsibilities, and aid in the advancing, supporting, and evaluating</p>

of equity, diversity, inclusion, and accessibility initiatives across the university to ensure equity and promote a culture of inclusion.

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
85% E	<p>Hispanic Serving Institution (HSI) Efforts</p> <ul style="list-style-type: none"> ● Under general direction of the Executive Director of DEI, plan, organize, implement, develop, provide leadership and oversight for, and expand initiatives associated with WOU’s HSI status, which may include, but is not limited to: ● Applying for HSI designation, to transition to maintenance of HSI designation ● Applying for grants and grants management ● Develop and implement services ● Research, analysis, report development and presentation ● Chairs the Hispanic Serving Institution Advisory Committee, including, but not limited to, leading meetings, weighing in on membership, determining meeting dates and agenda items, and providing leadership and seeking input on strategic directions in the HSI space for consideration of the university administration ● In coordination with appropriate stakeholders, evaluates existing services, student and employee needs, and develops and implements goals, objectives, policies, and priorities related to HSI efforts ● Raise awareness and promote the significance of the HSI federal designation to internal stakeholder and the community, emphasizing the benefits of an HSI identity for everyone in the WOU community ● Lead the development and deployment of communications and messaging tools to inform the communities we serve on progress towards meeting our mission as an HSI, including progress reports ● Build collaborative partnerships with a broad range of internal and external stakeholders and organizations (e.g., governmental and public agencies, K-12, non-profits, community, business, and national organization) ● Develops or coordinates the development of grant proposals collaboratively with the sponsored projects office and appropriate stakeholders that meet funding agency requirements and priorities, including developing the proposal content, writing the grant narrative, and completing all required forms and documents ● Advises, provides guidance, and prepares and delivers presentations on issues, trends, and advocacy pertaining the HSI initiatives ● Provide consultative services, as resident subject matter expert, to departments, units, colleges, and external stakeholders on HSI Initiatives ● In coordination with the Executive Director of DEI, responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations
10% E	DEI Office Administrative Responsibilities

5% E	<ul style="list-style-type: none"> ● Responsible for special projects as assigned by the Executive Director of Diversity, Equity, and Inclusion ● Supports DEI related programs, services, policies, communications, training, and other office initiatives ● Provides general administrative support for the DEI office <p>Professional Development & University Service</p> <ul style="list-style-type: none"> ● Represent the DEI office, as needed, through efforts such as serving on and/or leading university committees as appropriate ● Engage meaningfully in professional development opportunities, both on- and off-campus <p>Other responsibilities as assigned</p>
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B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor's Degree
- Minimum five years of professional experience in higher education
- Experience working with Hispanic/Latino/a/e populations
- Demonstrated strong and effective communication skills
- Demonstrated leadership experience and ability to engage the community

Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master's Degree
- Bilingual in English and Spanish
- Experience working at a Hispanic Serving institution
- Experience working with college students who are from historically underrepresented and/or underserved populations
- Grant experience; including writing and securing grants
- Demonstrated project management and assessment skills
- Equity-minded leadership and advocacy skills
- Ability to critically examine institutional systems and identify barriers toward achieving an equitable and inclusive environment
- Demonstrated ability to research, compile, analyze, and interpret information and/or data, including the ability to communicate information through presentations and reports

C. Knowledge Areas

List the knowledge areas that are essential to have, and/or develop, and maintain to perform the responsibilities of this position:

- Understanding and knowledge of DEI related issues
- Knowledge of trends and issues facing higher education and resources available to identify best practices and effective responses
- Effective communication skills; including the ability to facilitate dialogue and listen effectively in a variety of situations
- Ability to work across stakeholder groups
- Ability to work independently in a time-sensitive environment
- Ability to work with individuals with a variety of lived experiences, including individuals who have experienced sexual assault, domestic violence, and/or other times of trauma
- Ability to develop knowledge of, respect for, and skills to engage with individuals from a broad array of cultures and backgrounds, and with diverse learning styles
- Organization, synthesis and analysis of varied and complex information and problems
- Ability to effectively communicate policies and procedures

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.

<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
<input type="checkbox"/>	Delegated authority to monitor budget	\$
<input type="checkbox"/>	Limited approval authority for purchase	\$
<input checked="" type="checkbox"/>	Purchase only with higher level approval	\$5000

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

<input checked="" type="checkbox"/>	Hire	<input checked="" type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input type="checkbox"/>	Approve requests (i.e. leave)
<input checked="" type="checkbox"/>	Dismiss	<input checked="" type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Conduct performance assessments
<input checked="" type="checkbox"/>	Promote	<input checked="" type="checkbox"/>	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.

- Review, revise, and/or develop policies and procedures regarding becoming an HSI (and in time maintaining designation)
- Recommendations regarding DEI strategic planning and initiatives at WOU
- Recommendations regarding selection and administration of relevant and multifaceted professional development across the university

Additional Information:

List any additional information that would help describe the nature of the position.

- This position may represent the University in the area of HSI designation/DEI as requested by the Executive Director of Diversity, Equity and Inclusion with a variety of State, community, private and professional organizations
- 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
Reviewer (VP / Director)	Reviewer Signature / Date
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		