

Assistant Director of Diversity, Equity and Inclusion/HSI Initiatives

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| Recruitment #: | S2346 |
| Review Date: | Immediate review Open until filled |
| Department: | Diversity, Equity & Inclusion |
| Salary Rate: | \$70,000 - \$80,000 |

Position Summary:

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

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- 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

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. We are most interested in finding the best person to fulfill this role, and that candidate may be someone with transferable skills and experience.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty

2. Cover Letter that addresses your qualifications for the position.
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.