

Purpose and Instructions

Please complete the following form. Once the form is completed and signed, please return to Human Resources.

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Title		Today's Date
Assistant Director of Hispanic Serving Institution (HSI) Initiatives		01/09/24
Appointment (9mos. / 12 mos. / Other)	FLSA	
12 Month	Exempt	
Position Type	Work Location	
Full-Time (Unclassified)	Monmouth, On Campus	
Department/Division	Position Number	
Diversity, Equity, and Inclusion	Click or tap here to enter text.	
Reports to	Reports to Position Number	
Executive Director for Diversity, Equity, and Inclusion	E99218	

SUMMARY

A brief summary of the position here.

The Assistant Director of Hispanic Serving Institution 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, 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 will serve as a leader in university HSI efforts and will at times act as a liaison between WOU and the larger Hispanic/Latino/a/e community. They will 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 will review, revise and/or develop policies and procedures regarding becoming an HSI (and in time maintaining designation) and make recommendations regarding HSI initiatives, office of DEI strategic planning, and DEI initiatives at WOU.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES

JOB DUTIES (Please ensure the total of "% of Time" equals 100%)

% of Time	Duties / Responsibilities	Essential or Incidental
85%	Hispanic Serving Institution (HSI) Efforts <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: 	Essential



JOB DESCRIPTION

	<ul style="list-style-type: none"> ● 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 HSI 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%	<p>DEI Office Administrative Responsibilities</p> <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 	Essential
5%	<p>Professional Development & University Service</p> <ul style="list-style-type: none"> ● Represent the office of DEI, 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 ● Other responsibilities as assigned 	Essential

QUALIFICATIONS





JOB DESCRIPTION

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- For **classified** positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications> to assist with the particular specifications for the position. Please contact HR with questions.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Education			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's Degree and a minimum of five years of professional experience in higher education, non-profit, or related organization.
Master's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Master's Degree and a minimum three years of professional experience in higher education, non-profit, or related organization.
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Experience		Type of Experience
Years of Experience	Required	Preferred
<input type="checkbox"/> No experience		
	X	
		Experience working with Hispanic/Latino/a/e populations Demonstrated strong and effective communication skills



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

CERTIFICATES, LICENSES, REGISTRATIONS		
(Select all that apply)	Required	Preferred
<input type="checkbox"/> None		
Driver's license	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>
Professional license	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Certification	<input type="checkbox"/>	<input type="checkbox"/>
Please specify required professional license(s), registration(s), and or certification(s), if applicable:		
Click or tap here to enter text.		

SUPERVISION	
The practice of oversight given to others. Supervision typically includes directing work activities, counseling, disciplinary actions, hiring, firing, salary actions, performance appraisal, training, etc.	
Level 1 Positions at this level are not responsible for any supervisory functions or responsibilities	<input type="checkbox"/>



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	but may occasionally be asked to orient and/or train new employees.	
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in the same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input checked="" type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If supervisor position, please list direct reports to employee:		
<u>Employee(s)</u>		<u>Job Title</u>
Click here to enter text.		Click here to enter text.

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the PD user guides.	
Scope of Decisions Made:	Guideline Driven
Impact of Decision Made:	School/College/Division
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Limited
Fiscal Responsibilities:	Transactions



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Operating Budget (\$):	\$ Click or tap here to enter text.
Grant funding (\$):	\$ Click or tap here to enter text.
Number of Grants:	Click or tap here to enter text.
Foundation Funding (\$):	\$ Click or tap here to enter text.
Number of Foundation Funds:	Click or tap here to enter text.
Agency Funding (\$):	\$ Click or tap here to enter text.

WORKING CONDITIONS

Typical Work Functions* (check all that apply)

<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
<input type="checkbox"/> Crouching/ Stooping	<input checked="" type="checkbox"/> Driving
<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Sitting
<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
<input type="checkbox"/> Squatting	<input type="checkbox"/> Standing
<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
<input type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)

<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
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Additional Physical Demands or Work Conditions:	Click or tap here to enter text.
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	8 am to 5 pm, willingness and available for occasional evenings and/or weekends depending on programs/events

ADDITIONAL REQUIREMENTS

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. Reference checks will be conducted.

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\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

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:





JOB DESCRIPTION

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			

NOTES: