

JOB INFORMATION

Effective Date	3/11/2022
Job Code:	3357
Job Title:	Chief Diversity and Inclusion Officer
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	E3 - Senior Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Strategy & Policy
Job Family:	Strategic Partnerships
Job Summary	Reporting to the President, the Chief Diversity and Inclusion Officer (CDIO) provides senior and executive level leadership within the Office of the President and for the UHCL campus. The CDIO is responsible for implementing, developing and overseeing the development and implementation of the University’s overall strategic plan as it relates to diversity and inclusion. The CDIO is also responsible for utilizing current best practices and assessment metrics to ensure and provide tangible examples of UHCL’s commitment to diversity and inclusion in all facets of academic success, administration and campus life.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree		Required	or
Doctoral Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Demonstrated progressive leadership experience and commitment to diversity and inclusion, knowledge and understanding of diversity and inclusion issues and best practices in higher education. Ability to effectively communicate with stakeholders as to how to view opportunities from a diversity and inclusion perspective.	Required	or
Progressive	Demonstrated experience working with external, community and campus-wide partners (faculty, staff and students) to mitigate and resolve issues around diversity and inclusion.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Sound knowledge of trends and issues facing higher education and resources available to identify best practices and effective responses as it relates to Diversity and Inclusion. 	Proficient
<ul style="list-style-type: none"> An understanding and deep commitment to social justice and demonstrated cultural competence with a strong belief in the value of diversity in enriching the learning experience and the quality of life on campus. 	Proficient
<ul style="list-style-type: none"> Must have strong interpersonal skills, including written and verbal communication skills. Must have excellent public relation skills and ability to collaborate with many diverse constituencies. Must be able to build relationships across campus with faculty, staff and students. Able to facilitate problem solving of various types. 	Proficient
<ul style="list-style-type: none"> Excellent time management and organizational skills. 	Proficient
<ul style="list-style-type: none"> Outstanding leadership skills to manage change and help focus University agenda related to campus-wide diversity and inclusion initiatives. 	Proficient
<ul style="list-style-type: none"> Able to create and maintain a variety of records, reports and files. Must have the ability to manage multiple tasks and projects simultaneously, ability to take initiative for projects and development of services within office, and coordination of initiatives among five distinct departments. 	Proficient
<ul style="list-style-type: none"> Able to use a data-driven decision-making approach to budgetary priorities and program implementation. 	Proficient
<ul style="list-style-type: none"> Ability to work with and advocate for traditionally underserved students and to support faculty and staff meeting the needs of these students and commitment to diversity and inclusion and ability to work in a diverse higher education environment. 	Proficient
<ul style="list-style-type: none"> Strong crisis management skills and demonstrated experience successfully working through crisis situations, with knowledge of mental health issues and laws impacting campus professionals and students. 	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversee and work directly with UHCL students, staff, faculty, administrators and external campus partners to provide leadership, guidance, oversight and implementation of the University's strategic plan as it relates to diversity and inclusion. 	20%
<ul style="list-style-type: none"> Serve as the University's diversity and inclusion content expert, demonstrating an in-depth understanding of local, national, and global diversity and inclusion; leveraging these skills to connect with a diverse network of internal constituencies and external stakeholders to move the campus forward and create a campus culture where faculty, staff and students feel connected and included in the mission, vision and values. 	20%
<ul style="list-style-type: none"> Responsible for working with campus partners to develop, establish and implement assessment strategies, both qualitative and quantitative, to actively and consistently assess, evaluate and leverage the progress toward a climate of inclusion and diversity for students, faculty, and staff. 	15%
<ul style="list-style-type: none"> Collaborate with university departments to develop strategic hiring and retention efforts to attract and retain a highly talented, diverse workforce. Develops and deploys initiatives that broaden the university's outreach to diverse, qualified candidates. 	15%
<ul style="list-style-type: none"> Coordinates a wide variety of diversity programming at the university and community level addressing all dimensions of diversity and inclusion. Work directly with student-serving and student-facing departments to support diversity and inclusion in all aspects of the student 	15%

Essential Functions

Essential Function	% TIME
experience, enhancing the student's sense of belonging, promoting increased gender equity and social inclusion, and developing programs for underrepresented students.	
<ul style="list-style-type: none"> Establishes effective modes of communication about ongoing diversity and inclusion at UHCL. Creates and implements communications strategies and content management for training, web resources, social media and print materials to support diversity inclusion and related initiatives. Serves as a spokesperson for the university on matters related to diversity and inclusion. Forms and cultivates strategic partnerships with individuals and organizations outside the university to help further its diversity. 	5%
<ul style="list-style-type: none"> Represents the University as the Chief Diversity and Inclusion Officer to external constituents. 	5%
<ul style="list-style-type: none"> Additional duties/responsibilities as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description