

## **Draft Classification Standards – Rev. 3/29/2024**

### **Diversity Professional**

*Class Code: XXXX*

#### **OVERVIEW:**

The Diversity Professional is a senior-level position responsible for leading, developing and implementing strategies, programs, policies, and practices which foster and cultivate a diverse, equitable and inclusive campus environment. The Diversity Professional plays a critical role in ensuring diversity, equity, and inclusivity principles are embedded in the framework of all programs and policies of the university.

Diversity Professional is responsible for providing expert advisement, facilitation, education, advocacy, and oversight of diversity, equity, and inclusion goals and initiatives.

#### **TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):**

Typical work activities below illustrate the general range of work functions performed by Diversity Professional employees; they are not meant to be all-inclusive or restrictive. Work assignments may involve other related activities within the scope of this classification.

- *Planning and Program Development* – Contributes to the development of as well as implements strategies, programs, policies and specific and measurable goals aimed to cultivate a culture of diversity, equity, and inclusivity.
- *Program and Policy Development and Research* – Researches and stays abreast of new and emerging best practices and legislation aimed to address equity, diversity and inclusion challenges, and provide opportunities for improvement.
- *Training, Education, Advocacy, and Communication* – Promotes diversity, equity, and inclusivity across all aspects of campus life, including recruitment, retention, curriculum, and campus climate. Serves as advisor to leadership, faculty, staff, and students on diversity, equity, and inclusivity matters. Develops and delivers training and educational programs on diversity, equity, and inclusion topics to enhance cultural competence and promote inclusive and equitable practices.
- *Internal Partnerships* – Develops and maintains partnerships with diverse student organizations, affinity groups, faculty, and staff representatives and committees, human resources, administrators, and the broader community to foster a culture of inclusivity, respect, and belonging by promoting dialogue, understanding, and appreciation of diverse perspectives and experiences.
- *External Partnerships* – Collaborates with external organizations, community partners, and professional networks to stay updated on diversity best practices and to contribute and gain access to a broader network of resources to enable the university to further diversity, equity, and inclusivity goals.
- *Compliance and Affirmative Action* – Works with campus stakeholders and external consulting firms to produce affirmative action plans and compliance reports. Collects,

*\* This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee's actual exemption status may differ based on salary rate and actual duties performed.*

analyzes, and evaluates data to monitor progress and identify issues and concerns and recommends appropriate actions based on equitable practices.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge and Skill:***

- ◆ Demonstrated commitment to serving a diverse population with cultural competence and sensitivity.
- ◆ Thorough and advanced knowledge of diversity, equity, and inclusivity principles, concepts, and best practices.
- ◆ Advanced knowledge and skill in applying and interpreting equity and inclusivity laws, regulations, and standards and applying them to day-to-day situations as well as longer term strategies. Ability to make recommendations for actions and changes based on interpretations.
- ◆ Knowledge of human resources and employee relations programs, principles, and methodologies in order to ensure appropriate alignment to diversity, equity, and inclusion initiatives and goals.
- ◆ Advanced communication, interpersonal, and emotional intelligence skills. Ability to utilize diplomacy, tact, and professionalism in sensitive and complex interpersonal communications.
- ◆ Thorough knowledge of applicable university infrastructure, policies, and procedures.
- ◆ Ability to develop and maintain strong relationships across a broad range of interpersonal contacts, including staff, faculty, leadership, affinity groups, and various and diverse committees and counsels.
- ◆ Advanced skills and competence in independently applying advanced judgment to resolve difficult, complex, and highly sensitive problems and issues.
- ◆ Advanced analytical and organizational skills to recommend strategic and tactical plans, programs, policies, and practices to ensure a culture of diversity equity, and inclusivity.
- ◆ Knowledge and competency in developing training and educational programs to guide the development and delivery of promotional and educational materials and training tools and programs.
- ◆ Ability to effectively mentor or lead the work of others.
- ◆ Public relations skills to effectively engage and partner with community and vendor partnerships.
- ◆ Demonstrated ability to establish and maintain effective working relationships with individuals from underrepresented groups.
- ◆ Ability to use consultative and facilitation skills to gain consensus among diverse groups.

### ***Experience and Education:***

Equivalent to bachelor's degree in a related field and four years of relevant experience. . Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field is preferred and may be substituted for the required experience on a year-for-year basis.