



Position Announcement

Western Connecticut State University Chief Diversity, Equity, & Inclusion Officer

Western Connecticut State University (WCSU) is pleased to announce that applications are being accepted for the position of Chief Diversity, Equity, & Inclusion Officer.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. Among other initiatives, we are currently working toward establishing our status as a Hispanic-Serving Institution.

Position Summary: The Chief Diversity, Equity, & Inclusion Officer reports to the University President and is responsible for developing and managing a comprehensive program of human rights, equal opportunity, diversity values, and Affirmative Action for the university that will contribute to the university's compliance with regulations and the enhancement of campus life. The successful candidate will develop educational and community relations programs that serve to enhance the institution's mission. This position is also responsible for providing investigative, analytical, and developmental services for the Office of the President. The Chief Diversity, Equity, & Inclusion Officer supervises professional and clerical staff, as well as part-time staff consisting of university assistants, and student employees.

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Provide vision, leadership, and direction to guide and coordinate WCSU's Diversity, Equity, & Inclusion (DEI), recruitment, and retention efforts. This will consist of consulting regularly with university faculty, staff, administration, students, and community partners to achieve organizational goals.
- Provide sound advice and recommendations to the President and other key executives of the university on strategic directions for the university and its missions, including but not limited to matters related to human rights, equal opportunities, Affirmative Action, ADA, and diversity and multicultural issues. This includes such actions as developing proposed long-term strategies and policies and public statements for the President. The chief DEI officer may also serve as the President's designee on these matters.
- Manage the University's Affirmative Action Plan. This includes: writing or directing the writing of the plan; communicating the plan to staff and managers; counseling staff and managers on the plan's values and purposes; training or directing the training of staff and managers on the plan; executing the plan by performing such tasks as developing recruitment, promotion and skill development strategies; monitoring contract compliance/minority set aside programs; monitoring and reporting on compliance with the plan and advising the President on needed corrective actions.
- Receive, evaluate, and investigate employee and students' complaints of discrimination, disability, unfair treatment, and sexual harassment as required by the University's Affirmative Action plan for external



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agencies (i.e.: CHRO & EEOC) responsible for enforcement of equal employment and educational opportunities. Conduct other investigative functions assigned by the President to contribute to the sound management of the institution.

- Serve as the University's Title IX Coordinator.
- Provide leadership to the assessment of institutional climate and diversity initiatives, using data to drive changes that support faculty, staff, and student DEI.
- Develop and lead university-wide programs to enhance human rights, workforce diversity, multicultural appreciation, and social justice, as well as awareness and prevention of sexual misconduct.

Work Environment: Incumbents typically perform their work in offices or remotely as needed. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations.

Qualifications: Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). The successful candidate must demonstrate and meet the following criteria:

- Master's degree or above in law, human resource management, public administration, organizational behavior, or a related field.
- Demonstratable experience working on Affirmative Action and/or Equal Employment Opportunity programs.
- Experience in the preparation of Affirmative Action plans.
- Experience with Title IX law, processes, and procedures.
- Demonstrated knowledge, understanding, sensitivity and concern of human rights, equal opportunity, rights of people with disabilities, multicultural and diversity issues, both generally and within a university setting.
- Demonstrated ability to read, interpret, apply regulations and applicable non-discrimination laws.
- Demonstrated ability to promote, coordinate and lead multiple programs through the efforts of others as well as to speak to and write to a wide variety of constituent and public groups.
- Experience working in a unionized environment preferred.
- Exceptional interpersonal skills and the ability to interact effectively with the Institutional CEO/President, academic leadership, faculty, staff, students, and community partners, and more generally with diverse populations.

Salary & Benefits: The hiring salary range is \$134,661 - \$168,327 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations



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include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Application Process: Prospective candidates must submit:

- A resume/curriculum vitae
- A cover letter describing interest in the position and ways in which qualifications meet the requirements of the position specifically addressing Title IX and Affirmative Action/EEO
- A separate statement of leadership style in leading a DEI program in an academic setting.
- The names and contact information for three (3) professional references.

Email your application materials to: Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations at hrpositions@wcsu.edu. In subject line of email reference: Your Last Name – Chief Diversity, Equity, & Inclusion Officer. Please name your application materials with your last name. Priority review of applications will begin on Tuesday, September 5, 2023. Please submit your materials no later than **Friday, September 1, 2023** for priority review. Position will remain open until filled.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. <http://wcsu.edu/diversity/affirmative-action-data-questionnaire/>. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer