



**DATE ISSUED:** 0818  
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## **JOB DESCRIPTION**

### **TITLE**

Executive Director of Diversity, Inclusion and Outreach

### **JOB SUMMARY**

The Executive Director for Diversity, Inclusion and Outreach will bring leadership, vision, integrity and a team-oriented philosophy to the diversity and inclusion efforts at Texas Woman's University. The Executive Director is responsible for leading the University on matters of equity, diversity and inclusion and will educate the campus community regarding the importance and advantages of a culture that values and supports each member of our community. The Executive Director will lead the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive College environment. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Vice President for Student Engagement

*Supervises:* Associate Director for Diversity, Inclusion and Outreach – SUCCESS Mentor Program, Associate Director – GO Programs, Student Development Specialist III- Program Coordinator, Mobile GO Center Driver, Student Development Specialist III- Mobile GO Center Coordinator, Business Manager, Student Assistants, Graduate Assistants

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Works with TWU GO Center programs and G-Force Students.
- Focuses on the quality of the University experience for underrepresented students through mentoring, programmatic, and leadership opportunities.
- Identifies diversity and inclusion opportunities for students and develop policy, services, and educational outreach to address related issues.
- Supports and promotes efforts related to retention and graduation of underrepresented students.

- Creates student-centered events and opportunities for the University to engage in dialogue.
- Informs the greater student community of the role diversity and inclusion play within the campus community, work place, etc.
- Creates assessment tools to measure the effectiveness of efforts related to diversity and inclusion.
- Initiates and coordinates efforts in working with key campus constituents including University staff and faculty.
- Facilitates, develops, implements and evaluates services that encourage inclusion that enhances the understanding and awareness of cultural diversity.
- Develops programs and activities that help support student success and retention, including but not limited to first-generation students and underrepresented student populations.
- Serves as consultant to the University and community on diversity and intercultural awareness issues and student success.
- Formulates and enforces policies and procedures regarding student leadership development, mentoring and student organizations within the unit.
- Assesses the existing university climate as it relates to diversity.
- Serves as guest presenter for workshops, banquets, and meetings.
- Adheres to workplace safety policies and guidelines.
- Participates in division meetings and serves on University committees.
- Adheres to workplace safety policies and guidelines.
- Applies for and manages grant funded programs as needed.
- Prepares and administers an annual budget.
- Prepares reports and funding requests.
- Performs assessment for the Division of Student Life.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Master's degree in counseling, social work, student personnel, or related field.

**EXPERIENCE**

Five years' experience in a college setting is required, preferably in student affairs. Experience in working with diverse constituents and Bilingual skills are preferred.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***