

Job Description

Job Title:	Chief Diversity Officer
Job ID:	15235
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

Hostos Community College is seeking to fill the position of Chief Diversity Officer (CDO). Reporting directly to the President, the CDO serves as an executive-level strategist, serves on the President's Cabinet, and partners with campus leaders, faculty, staff, students, various committees, and external constituencies. The CDO is responsible for guiding efforts and creating opportunities to define, assess and promote Diversity, Equity, and Inclusion (DEI), educational and employment opportunity, and cultural proficiency. The CDO proactively develops and implements plans, programs, and activities that educate and motivate the college community to hold pluralism and inclusion as core values and fosters a climate that respects diversity. The CDO conducts thorough and impartial investigations related to discrimination, harassment and retaliation, including the principles and compliance requirements of Title IX.

Specific duties include, but are not limited to, the following:

- Ensures the college's compliance with federal, state, and city regulations and University mandates.
- Aligns the objectives and strategic plans of the Office of Diversity and Compliance with the college's mission.
- Counsels the college's administration, faculty, and staff regarding equal employment opportunity (EEO), affirmative action, and related compliance procedures.
- Serves as the Title IX and Section 504/ADA Coordinator.
- Trains the college community on diversity and sexual harassment policies.
- Investigates complaints asserted under Title VI, VII, IX, Section 504, federal and local disability law, CUNY policy, and any law that prohibits discrimination based on a protected status.
- Collaborates with Human Resource and Legal Affairs Offices to ensure compliance with the EEO and OFCCP as well as other applicable issues.
- Oversees employment search processes to include reviewing the composition of search committees, conducting charges, recommending ad placements, and approving the applicant pool.
- Collaborates with the Office of Student Development and Enrollment Management on student complaints and issues.
- Prepares and submits internal and external reports including the federally mandated Affirmative Action plan.
- Serves as the Chief Diversity Office liaison to The City University of New York and attends meetings of the CUNY Chief Diversity Officers Council as well as other college committees.

Hostos Community College was founded in 1968 to serve as a gateway to intellectual growth and socioeconomic mobility, as well as a point of departure for lifelong learning, success in professional

careers, and transfer to advanced higher education programs. Hostos offers 27 associate degree programs and 2 certificate programs that facilitate transfer to The City University of New York (CUNY) four-year colleges or baccalaureate studies at other institutions. Hostos Community College is part of CUNY, the nation's leading urban public university serving more than 500,000 students at 24 colleges

QUALIFICATIONS

Bachelor's Degree and eight years' relevant experience required.

The following qualifications are preferred:

- Master's Degree, Juris Doctor, or other doctoral degree in a related field
- Knowledge of applicable regulatory requirements, laws and guidelines
- Successful record of leading or facilitating the completion of diversity and inclusion initiatives, preferably in a higher education setting
- Experience conducting investigations in EEO/AA and diversity arenas
- Effective conflict resolution skills and the ability to determine mutually acceptable solutions for difficult problems with competing interests
- Excellent interpersonal, analytical and oral/written communication skills
- Computer applications proficiency in Microsoft Word, Excel, Powerpoint, and Access; familiarity with PeopleSoft is desirable

CUNY TITLE OVERVIEW

Oversees programs, activities, and initiatives designed to foster a climate that respects pluralism and diversity.

- Develops effective strategies to promote diversity in faculty and staff hiring and actively participates in building strong networks and recruitment sources
- Serves as a key recruiting team member, coordinating recruitment plans, advertising, and selection processes
- Implements the College's Affirmative Action and Equal Opportunity policies and ensures compliance with relevant city, state, and federal statutes such as Title VII, Title IX, Section 504, and the Americans with Disabilities Act, responding to and conducting investigations of non-compliance complaints
- Collects and analyzes data for College and University reports
- Develops and presents training programs and disseminates information related to Diversity, EEO, and other compliance at the College
- Coordinates with University offices to assure consistency of University-wide policies
- Maintains current knowledge and materials related to laws, rules, regulations, and best practices for advancing EEO/Diversity
- Performs related duties as assigned.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience to a maximum of \$98,431.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating the following links: "Employment" and "Search Job Postings."

Please attach your resume, cover letter, and the names, addresses and telephone numbers of three professional references.

CLOSING DATE

Open until filled with review of applications to begin August 8, 2016.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.
