
Auburn University Job Description

Job Title: **Dir, Diversity Edu & Eng**

Job Family: No Family

Job Code: **AA69**

Grade AA11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Reporting to the Special Assistant, Inclusion and Diversity, the Director, Diversity Education and Engagement supports the overall mission and goals of the Office of Inclusion and Diversity (OID) by developing, planning, and executing educational programming and engagement for faculty, staff, and students at Auburn University. Provides leadership to OID's diversity education and engagement efforts and serves as a strategic leader that builds, maintains, and shares resources (tools, education sessions, etc.) to increase capacity of the campus community to foster an inclusive learning, living, and working environments for all.

Essential Functions

1. Develops, delivers, and disseminates diversity education content in various modalities using outstanding communication and presentation skills about complex and sensitive diversity, equity, and inclusion topics that advance knowledge, skills, and awareness for a wide range of audiences to include faculty, staff, and students.
2. Develops and manages tiered, web-based and face-to-face, innovative inclusion and diversity learning experiences at introductory, intermediate, and advanced levels.
3. Develops and manages signature diversity education, professional development, micro-credentialing and engagement programs primarily for faculty and staff.
4. Creates, updates, and maintains a comprehensive content library of education plans, learning materials, and other related materials.
5. Advances special projects as designated by OID Leadership and institutional needs, specifically as it relates to faculty and staff recruitment, employee engagement, diversity education, and other strategic efforts.
6. Develops strong relationships and internal partnerships to liaise between the Office of Inclusion and Diversity to stakeholders, committees, and workgroups managing timelines, meetings, events, parameters, work product quality, and deliverables.
7. Comprehensively assesses all efforts within scope of practice toward measuring impact and effectiveness.
8. Builds, manages, and leads a diverse and inclusive team (including full-time employees, graduate assistants, student workers, and volunteers) to achieve department/organizational goals.
9. Performs other duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	No specific discipline. Degree in Education, Psychology, Management, Sociology, or related fields desired.
Experience (yrs.)	5	Experience in researching, designing, developing and managing diversity, equity, and inclusion programming initiatives and/or education programs. At least 1 year of directly supervising full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of assessment, learning/pedagogy, student development theory, diverse populations, budgeting practices, and promotional strategies. Knowledge of the scholarship and research of diversity, equity, and inclusion, inclusive excellence, and equity mindedness. Knowledge of diversity, equity, and inclusion strategies, challenges, and concepts in higher education. Ability to advance inclusion and diversity initiatives in a complex organization.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022
