
Auburn University Job Description

Job Title: **CoB Inclusion and Diversity Manager**

Job Family: No Family

Job Code: **AB27**

Grade OP09 \$45,100 - \$72,200

FLSA status: Exempt

Job Summary

Reporting to the Director, Engagement, Alumni, and Community Relations, develops and oversees College of Business (CoB) programs and activities specifically aimed at increasing underrepresented populations and recognizing issues of diversity among faculty, staff, and students in the college by monitoring campus climate and national trends relevant to diversity and inclusion. This position collaborates with internal and external constituents to develop, implement and manage programs to advance the College and Auburn University's commitment to Inclusion & Diversity (I&D).

Essential Functions

1. Provides consultation and recommendations to leaders and Human Resources (HR) in the College to create diversity action plans that integrate I&D best practices into the business strategies and objectives. Identifies, researches, and develops creative solutions to make progress on stated goals.
2. Assists and advises the Dean, Associate Deans, Department Chairs, School Directors and Unit Directors on strategic and administrative matters relating to diversity, equity, and inclusion issues in the College.
3. Seeks and pursues opportunities to expand the College's resources for initiatives in the strategic plan for inclusion and diversity. Facilitates training and learning opportunities for faculty, staff, and students to support the strategic goals.
4. Collaborates with Auburn University Alumni Affairs and the Office of Inclusion & Diversity (OID) to advance the university's strategic and programmatic goals in the area of diversity and inclusion. Serves as the CoB representative within OID.
5. Leads the CoB Inclusion & Diversity Committee to analyze and recommend initiatives that support the strategic goals.
6. Monitors progress toward achieving diversity & inclusion goals and provides data for annual reporting.
7. May perform other duties and responsibilities as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	Four-year college degree	No specific discipline.
Experience (yrs.)	6	Experience designing and implementing diversity & inclusion initiatives in higher education, corporate setting, or non-profit.

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 diversity, equity and inclusion processes, procedures, best practices, resources, and networks.

Knowledge and ability to identify and understand local external market trends (economic, political, social) and derive insights to drive an effective long-term equitable, inclusive and diverse environment. Knowledge and ability to look at the big picture, suggest and drive change to proactively and positively support the culture of the College, and an ability to instill key themes and value drivers.

Certification or Licensure Requirements

None required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, .

Date: 11/10/2022
