

### JOB INFORMATION

Job Code	EB55
Job Description Title	Admstr, Eqty&Inclsv Initiative
Pay Grade	AA09
Range Minimum	\$46,900
33rd %	\$56,280
Range Midpoint	\$60,970
67th %	\$65,660
Range Maximum	\$75,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/22/2019

### JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Inclusion & Diversity

### JOB SUMMARY

Reporting to the Assistant Vice President of Inclusion and Diversity, the Administrator for Equity & Inclusive Initiatives manages the Tiger Excellence Scholars Program and oversees the Multicultural Community housed in the Cross Cultural Center for Excellence (CCCE).

### RESPONSIBILITIES

- Provides administrative leadership to the Tiger Excellence Scholars Program to include scholarship management and review, maintaining relationships with assistant and associate deans, and developing curriculum advising to support the psychosocial development of each scholar.
- Oversees the CCCE Multicultural Community which includes overseeing the experience for students who are underrepresented and/or first generation college students and implementing innovative educational approaches for advancing diversity and inclusion among our student body.
- Supervises the Student Excellence Team of undergraduate scholars participating in a High-Impact Leadership Program in order to build student capacity for diversity and inclusion and provides knowledge and skills they need to effectively navigate society.
- Creates and provides the Assistant Vice President monthly reports that measure Office of Inclusion & Diversity's program success utilizing data and assessment techniques.
- Supervises students and graduate assistants researching multicultural student programs and focuses on the program development and implementation.

### SUPERVISORY RESPONSIBILITIES

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

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Master's Degree	In higher education, leadership, or related field.	And	2 years of	Experience in managing multicultural student organizations and overseeing the scholarship process.

Substitutions Allowed for Education  Yes

*Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of student affairs policies and practices; advising policies and practices; enrollment policies and practices; and student development theories.

Knowledge of policies and principles regarding data management and analysis.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:  Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically.