



Assistant Director, Diversity and Inclusion

Review: June 8, 2011

(Job #11-49) Administrative Analyst/Specialist I (Non-Exempt) (AA/S I—NE) \$3,245-\$5,193/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month, ongoing, temporary position in the Office of Diversity and Inclusion. The intent is to renew this position each year based on performance, departmental need and available funding.

Position Summary: Under the direction of the Director of Diversity & Inclusion, the Assistant Director supports the implementation and coordination of strategies to increase the retention and success of under-represented students and to address issues of inclusion and exclusion across HSU's campus.

Duties: The Assistant Director will support the Director in coordinating the annual process of tracking, monitoring and reporting on institution-wide diversity-related data and indicators; assist in the coordination of a variety of cross-campus programming and outreach efforts designed to support inclusive student success and an inclusive campus climate; collaborate with other relevant campus units in the implementation of training and professional development opportunities for faculty and staff; assist in the coordination of the Diversity Program Grant committee; coordinate community-building efforts designed to support a welcoming and inclusive campus climate for all HSU faculty, staff and students; and support initiatives with off-campus community partners designed to support a welcoming and inclusive community both on and off campus.

Minimum Qualifications: Education & Experience: Equivalent to a bachelor's degree and two years experience working on issues related to diversity and inclusion in an institutional setting.

Knowledge, Abilities & Specialized Skills:

- Outstanding written and verbal communication skills;
- Excellent analytical skills;
- Demonstrated ability to develop and implement research strategies to investigate, analyze and address complex organizational issues, including skills in data collection, analysis, and interpretation;
- Demonstrated commitment to and record of success working with diverse populations and addressing issues of diversity in an institutional setting;
- Demonstrated ability to foster constructive dialogue around issues of diversity and inclusion;
- Strong interpersonal and communication skills;
- Demonstrated ability to build and maintain strong and effective working relationships with all constituent groups across the university;
- Demonstrated ability to work both collaboratively and independently;
- Demonstrated ability to effectively manage multiple tasks, and to organize and plan work and projects; and
- Demonstrated facility with technology, data analysis, and research and assessment tools.

Preferred Qualifications: Experience working in a university setting preferred. Graduate degree in a related field preferred.

Application Procedure: Applicants must submit a letter of interest addressing the qualifications, an HSU employment application, resume, and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: This position is open until filled. First review of applications will be Wednesday, June 8, 2011.

Human Resources
Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626
Fax: (707) 826-3625
www.humboldt.edu/jobs
Email: careers@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1038

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: May 18, 2011

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.