

Director, Academic Diversity and Outreach
Lehigh University
Bethlehem, Pennsylvania

Title: Director: Academic Diversity and Outreach

Position: S87600

Job Category: Professional/Managerial

Job Family: Higher Education Administration

Website: <http://www.lehigh.edu/~inacout/>

VP Stem: Provost

Department: Academic Outreach Office

Contact: Henry Odi

Summary: This position will support the strategic initiatives under the leadership of the Vice Provost of Academic Diversity; oversee the office for Academic Diversity and Outreach; lead large complex activities that include internal and external constituents; develop and deliver academic courses to students; develop internal and external collaborations and partnerships with K-20 education, industry, alumni, alumnae, state and federal agencies; and develop fundraising plans to support department activities, research and student scholarships/graduate fellowships.

- Accountabilities:
1. Manages office staff including:
 - o Manages employment, including performance evaluation, salary determination, training, and approvals for hire
 - o Plans, organizes, and directs the department's operating budget and monitors financial activity
 - o Supervises work, including hiring, planning, scheduling and reviewing work
 - o Directs the preparation of annual and periodic activity and status reports on programs and department websites
 - o Conducts meetings, makes presentations to internal and external groups, and produces complex documents
 2. Directs fundraising to support activities of the department
 - o Directs the preparation of proposals in collaboration with Lehigh faculty, staff, consortium of colleges and universities, and others to generate funds from internal and external agencies, industry, foundations and government
 - o Directs the development of proposals to obtain funds for on-going and new special programs/initiatives
 3. Develops new and existing programs
 - o Cultivates relationships with faculty and staff to develop and support new and existing projects in the fields of science, technology, engineering, mathematics, and other disciplines
 - o Develops effective working relationship with relevant university administrators
 4. Develops, cultivates, administers, sustains, and advances collaborative activities
 - o Cultivates working relationships with collaborators to development pertinent projects and initiatives in the fields of science, technology, engineering, and mathematics
 - o Builds effective working relationships with key volunteer directors and others to oversee management and expansion of well -established existing academic programs
 - o Directs the administration of the High School Scholars program

- Directs a comprehensive approach in collaboration with Admissions and relevant offices for mentoring and other support to prospective students from key pre-college schools
- 5. May develop, plan, organize, and deliver academic courses at the undergraduate, graduate, and professional level
 - May develop and design courses and teaching approaches every semester
 - May develop, design and deliver academic courses for appropriate constituents
- 6. Advances diversity and inclusion strategic initiatives in collaboration with the Vice Provost for Academic Diversity Office
 - Develops, coordinates, and delivers effective working relationship with faculty search chairs across the university
 - Builds and manages an effective Leadership Lecture Series in Diversity & Inclusion in collaboration with key constituents
 - Leads the university initiative in McNair Scholars and GEM National Consortium
 - Leads the coordination and delivery of the diverse Executive and Scholars in Residence Program
 - Oversees the support of BALANCE (Black & Latino Alumni Network for Community & Equity) in collaboration with Advancement Office, University Community, and Black and Latino alumni
 - Directs the development and management of a Regional Professional Network to advance underrepresented faculty and staff recruitment and retention in collaboration with senior leaders
 - Develops innovative approaches to partnering with faculty and graduate students on research and education funding proposals

- Special Considerations:
- Occasional evening, holiday, or weekend hours
 - Occasional travel

- Qualifications:
1. Master's degree in Business, STEM, or Higher Education Administration, however a combination of a doctorate degree and related experience is preferred; or equivalent combination of education and experience
 2. Five to eight years related work experience; experience in university academic program development, management, and resource management at K-20 level
 3. Experience with academic diversity and inclusion initiatives in a research university setting
 4. Record of obtaining grants and fund raising highly desirable
 5. Solid computer skills including experience using word processing, spreadsheet, presentation, and database software
 6. Ability to complete projects on time and on budget, and report on status and progress
 7. Excellent communication and interpersonal skills
 8. Excellent writing ability and organizational skills
 9. Supervisory experience required
 10. Successful completion of standard background checks including but not limited to: social security verification, education verification, national criminal background checks, motor vehicle checks and credit history based upon the requirements of the position

<https://lehigh.hiretouch.com/position-details?jobID=4964&job=director-academic-diversity-and-outreach>