

## Executive Director of Diversity, Equity, and Inclusion

### [Job ID](#)

[316141](#)

### Location

[Paradise Valley Community College](#)

### Full/Part Time

Full-Time

### Regular/Temporary

Regular

### Hiring Salary Range

\$87,074-\$113,196/annually DOE

### Grade

123

### Work Schedule

Monday - Friday, 8am - 5pm; some evenings and weekends may be required

Summer Hours: Monday - Thursday, 7am-6pm

### Work Calendar

12 Months

### Maricopa Summary

Are you looking for a place to work where you can make a real difference in the lives of over 200,000 college students every year?

Would you like to be part of an organization that adds \$7.2 billion dollars to the economy and supports nearly 100,000 jobs in the fastest growing county in the United States?

Whether you're teaching, working, or learning Make It Happen At Maricopa County Community Colleges!

About Us

[What's Currently Happening at Maricopa](#)

- Many of our campuses have received grant awards through the [National Science Foundation](#) to improve undergraduate STEM Education: Hispanic-Serving institutions program (HSI Program).
- Commitment to diversity, inclusion, equity and employee groups to create an environment of shared governance
- One of the largest community college systems in the country
- 2020 Healthy Arizona Worksites Program recipient
- Named 19th Best Employer for Women by Forbes
- 2019 No. 42 in Arizona's Best Employers

### Campus Statement

Paradise Valley Community College (PVCC) has been recognized as one of the nation's Top 150 Community Colleges by the Aspen Institute, and is eligible to apply for the 2023 Aspen Prize for Community College Excellence.

The \$1 million Aspen Prize for Community College Excellence, awarded every two years, is the nation's signature recognition for America's community colleges.

Even more importantly, PVCC, which has earned this recognition biennially since 2013, is the **only** community college in Arizona to achieve this distinction this year.

The colleges selected for this honor stand out among more than 1,000 community colleges nationwide as having high and improving levels of student success as well as equitable outcomes for Black and Hispanic students and those from lower-income backgrounds.

“PVCC’s faculty and staff’s unrelenting efforts to further active and engaged learning with a strong student support component is the driving force behind this national recognition,” says PVCC President, Dr. Paul Dale

The Aspen Institute evaluates various criteria in its selection process and validates the levels of active and engaged learning in the classroom and the progress PVCC is making with the implementation of Guided Pathways.

- 1) First-year retention rates
- 2) Graduation rates 150 percent normal program completion time
- 3) Improvement of student success rates over time
- 4) Graduation rates of underrepresented minority students
- 5) Graduation rates of low income students

Paradise Valley Community College (PVCC) is a [Learning Centered College](#) that supports a [diverse and inclusive](#) environment where mutual respect, equity and understanding and incorporating views from dissimilar frames of reference are encouraged and valued. Please review PVCC's [track record](#) and join us on our continued path of student success.

**PVCC’s Commitment to Diversity, Equity and Inclusion:** As a college we embrace equity, engagement, inclusion and innovation. We seek to continuously improve our campus through diverse identities, expertise and perspectives. We are committed to creating engaging relationships that inspire and support all learners to increase their capacity for personal growth and positive social change. PVCC provides access to these opportunities in a welcoming, inclusive, and supportive environment for all our students, employees, and community members. Please read more about our [PVCC Culture Commitment](#).

## **Benefits**

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The Maricopa County Community College District (MCCCD) is committed to providing you with a competitive, comprehensive benefits program that provides the care you and your family need to lead healthy and productive lives. Our benefits are designed to provide support for every life stage and lifestyle in our community.

### Benefits & Perks Options

- Paid observed federal holidays & additional paid time off throughout the year
- Arizona State Retirement System (ASRS) & 12% Employee Contribution Match
- Paid vacation, sick, and personal time (if applicable)
- Multiple health and dental insurance coverage plans
- Teladoc: Reach a doctor 24/7
- Flexible Spending Accounts (FSA)
- Maricopa Perks & Gears Discount Program

- Employee assistance program (EAP)
- \$4,000 Annual professional development growth funding (if applicable)
- Tuition reimbursement for employee and dependents (if applicable)
- Revised summer work schedule
- Maricopa Employee Health & Wellness Program
- Employee recognition opportunities
- [Public Service Loan Forgiveness](#)

### Job Summary

**Note: Please read the "How to Apply" section to avoid incomplete application materials.**

Paradise Valley Community College (PVCC) is seeking an Executive Director of Diversity, Equity, and Inclusion (DEI). The Executive Director of DEI leads the development and implementation of proactive diversity, equity and inclusion initiatives in support of the [College's strategic plan](#) to create a learning and working environment where all are able to succeed. The successful candidate will serve as advisor and resource person for administration, faculty, staff, and students in the areas of diversity, equity, and inclusion. The Executive Director of DEI is a senior-level management position reporting directly to the President and serving as a member of the President's Executive Leadership Team.

This is a powerful opportunity to engage the college community in operationalizing our profound commitment to diversity, equity and inclusion. The Executive Director of DEI will foster alignment of our resources with our values and will advance inclusive, welcoming, and supportive working and learning environments. They will guide and measure our progress while identifying ways to accelerate toward our vision. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

Qualified candidates may come from diverse professional backgrounds including but not limited to industry, corporate, private/public sector, government, nonprofit, entrepreneurial, and educational institutions

### Essential Functions

The Executive Director of DEI will have a varied portfolio of responsibilities, primarily focused on leading the establishment, implementation, and assessment of DEI efforts to further become an exemplary equity-serving college. The duties and responsibilities of the position include, but are not limited to:

**45% Developing Processes, Policies, and Practices to Ensure DEI:**

- Collaborating with PVCC faculty, administration and staff to ensure that decisions, programs, policies, and procedures reflect our DEI goals and priorities and working to create systems of support for DEI work;
- Leading and coordinating the development of measures and processes to evaluate progress on college-wide DEI goals and promote a process of continuous improvement;
- Partnering with the Office of Strategic Planning, Institutional Effectiveness, and Analytics to monitor disaggregated retention and completion data and regularly communicate suggestions for supporting and/or improving equity gaps of diverse student populations;
- Leading discussions and a review of college policies and practices (e.g., merit, workload; ways equity-serving work is recognized and rewarded) in relation to their impact on equity-serving goals, surfacing inequities related to policies, rules, procedures and seeking ways to redress issues to promote DEI goals;
- Serving on the Executive Leadership Team and working closely with Employee and Faculty Senates, Student Affairs, Academic Affairs, and Administrative Services to create infrastructure and implement policies and practices that enhance recruitment and support the success of all students and employees, and especially those from historically underrepresented and marginalized groups to

strategically increase the diversity of PVCC's student and employee body; • Consulting on compliance with Affirmative Action, including Affirmative Action for Protected Veterans, Equal Employment Opportunity, ADA, Title IX and other applicable regulations. • Reviewing investigatory processes and policies to provide recommendations related to equitable application and management including reporting, and documentation; • Providing input to faculty and staff teams responsible for channeling scholarships, funding, and learning supports for students most in need of support. • Working with academic programs and administrative offices to develop, implement, and monitor processes and procedures that lead to greater diversity in faculty, staff, and student groups; Working closely with the faculty Director of Diversity, Equity, Inclusion, and Engagement and the Dean of Students; • Promoting equity-focused inquiry including interdisciplinary work and supporting access to resources that enhance our ability to conduct equity-focused research, including work that helps identify institutional barriers and facilitators that demonstrably impact equity-serving goals and serving as a resource to various student clubs, college committees, initiatives, and groups by helping us formulate commitments to DEI within funded and/or focused projects, initiatives, and research; Leading the college in implementing strategic initiatives, including the creation of a culture for equity, diversity, and inclusion. • Partners with campus leaders, faculty, students, staff, and internal and external constituencies to ensure programing supports the college's values and strategic goals.

**25% Supporting DEI-focused Learning and Culture:** • Leading and engaging all members of the PVCC community in establishing a definition for what it means to become an equity-serving College and developing strategies for enacting and assessing practices that support equity and strengthen our commitment to ensure a welcoming, inclusive environment for all students, faculty, staff, and community members and doing so in such a way that all members of the PVCC community feel a sense of inclusion, belonging and ownership in DEI efforts; • Fostering relevant, courageous and respectful campus dialogue, awareness, and appreciation of the value of diversity and inclusion; • Supporting our efforts as a college to identify, name, and address injustices and confront them productively in ways that empower PVCC to move closer towards its ideal campus climate; • Organizing and facilitating learning experiences to proactively engage all members of the PVCC community in cultivating a culture that is demonstrably equity-serving (e.g., training in: culturally relevant pedagogy; student equity mindset strategies; dismantling racism, sexism, classism, heterocentrism, ableism; unconscious and implicit bias; cultural humility); • Acting as a strong advocate for PVCC faculty, staff, and students regarding injustices and making sure concerns are heard and addressed by serving as a leader available to help deal with equity/justice issues; • Serving as the Executive Sponsor of the Diversity, Equity, Inclusion, & Engagement (DEIE) Committee, actively involving and coordinating PVCC efforts with the DEIE Committee to collaboratively develop and co-facilitate learning experiences that strengthen and leverage our growth as a college; • Serving as a resource to programs, administrative offices, and other PVCC staff and faculty teams; • Demonstrating patience, care, and understanding when learning and moving the needle on DEI efforts (i.e. taking the time to understand PVCC/MCCCD, hear concerns across our various populations, but then to act with diligence and speed when concerns need to be addressed and changes need to be made).

**15% Supporting Curriculum Development:** • Developing strategies designed to increase and support DEI goals in curricular and co-curricular experiences, and supporting faculty at the classroom level in implementing equity-oriented curriculum and pedagogy; • Supporting the assessment of programs in the context of DEI.

**15% Engaging in District/Community DEI Work:** • Meeting regularly to coordinate activity with other leaders responsible for DEI across the Maricopa District, specifically the Diversity Advisory Council, and

representing PVCC as a voice to advance our DEI goals and objectives with the college and other members of the Maricopa County Community College District; • Advancing, implementing and executing various components of the District's DEI strategies and ensuring that PVCC's DEI efforts work in concert with these broader efforts; • Engaging in community events and efforts to build partnerships outside of the College/District to expand programming, scholarships, internships, and resources to serve diverse employee and student populations; • other duties as assigned.

### **Minimum Qualifications**

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Both minimum qualifications options are posted for job postings.

Minimum Qualifications for Student Affairs or non-academic pathway: Master's Degree from a regionally accredited institution in education or field related to area of assignment and four years of progressively responsible management and/or leadership experience in field of assignment that includes two years of supervisory experience. Examples of student affairs academic support management/leadership experience includes: program management, project management, budget development and management related to programs or projects, staff supervision, policy development, administration, evaluation and compliance. No degree equivalency.

OR

Minimum Qualifications for Academic pathway: Master's Degree in a teaching field related to area(s) of assignment and four years of experience in an academic leadership and/or supervisory role in higher education and three years of teaching that includes curriculum/coursework development. Examples of academic leadership/supervisory experience includes: division/department chair, project management, policy development, administration, evaluation and compliance, committee leadership, program director, and shared governance. No degree equivalency.

### **Desired Qualifications**

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1. Evidence of progressively responsible management and leadership experience in DEI.
2. Evidence analyzing, disaggregating, and presenting complex data, specifically related to DEI, to a wide variety of audiences in an accessible manner.
3. Evidence leading, managing and implementing DEI related strategic, operational, or departmental planning programs and initiatives at an organization.
4. Evidence of leadership in developing and administering training programs on various DEI related topics to promote individual and organizational growth and development.
5. Evidence of working in a complex, multi-layered or multi-campus higher education organization with diversity in people, policies, and programs.

### **Special Working Conditions**

- MCCCDC does not sponsor individuals for any type of work visas
- May be required to travel or be assigned to all MCCCDC locations
- May be required to occasionally work at the Black Mountain campus
- May require numerous evenings or weekends

### **How to Apply**

**Applicants are required to submit:**

- cover letter ~and~

- **resume** showing how the applicant meets the minimum and desired qualifications. All minimum requirements must be met at the time of the application
- **three (3) professional references**, preferably current and/or former supervisors, with contact information

Additional materials will not be accepted after the job posting has closed.

**Missing materials or incomplete employment history will not be considered.**

Please ensure your materials clearly provide the following information.

- Clearly illustrate how prior experience, knowledge and education meet the minimum and desired qualifications for this position.
- Indicate whether former or current employment is *Full-Time* employment ~or~
- *Part-Time* employment, to include Adjunct or Associate Professor (must include number of hours worked, contact hours or load)
- Provide employment history in a month/year format (e.g., 09/07 to 10/11) including job title, job duties, for each position held and name of employer for each position.
- If references are not provided upon application, they will be requested at time of interview.

#### **Posting Close Date**

**Apply on or before March 7, 2022 to be considered.**

#### **EEO Information**

Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

#### **Title IX**

Title IX of the Education Amendments of 1972, states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The policy of the MCCCD is to provide an educational, employment, and business environment free of gender discrimination. Incidents of misconduct should be reported to the college Title IX Coordinator, as outlined in policy, contact information is available at this link [Title IX Coordinators](#).

#### **Clery Act**

The Clery Act is a Federal law requiring United States Colleges and Universities to disclose information about crime on and around their campuses. Crime reporting data for each of the **Maricopa Community Colleges**, as required under the Clery Act, is available at this link [Clery Act](#)

**[Please apply here.](#)**