

California State University, Chico

ASSOCIATE DIRECTOR, OFFICE OF DIVERSITY AND INCLUSION (Administrator I)

Posting Number: VA1459

Primary Duties:

The Associate Director reports to the Chief Diversity Officer. The position facilitates programs, training, and communication; collaborates and provides guidance to campus diversity leaders; and supports the assessment of university diversity and educational equity efforts, consistent with the University's strategic priority of Equity, Diversity, and Inclusion. The position also serves as a member of the University Diversity Council (UDC) Executive Team.

The Associate Director supports the University in creating inclusive learning and working environments through the promotion of training, development, and cultural competency; and in retaining, actively engaging, and successfully graduating students with specific attention to historically marginalized populations and/or first generation students. Incumbent encourages opportunities that broaden the educational experience of all students and cultivates communities of inclusive excellence.

For a full description of job duties, please visit: <https://csuchico.box.com/v/VA1459a-Position-Description>

MANDATORY VACCINATIONS The CSU will require faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or have received a medical or religious exemption. Selected candidates should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/>. Questions can be sent to: <mailto:humanresources@csuchico.edu> (staff and management positions) or <mailto:academicpersonnel@csuchico.edu> (faculty positions).

Required Education:

- At least a bachelor's degree or equivalent in a related field.
- Experience with federal and state compliance issues.
- Experience investigating and resolving complaints.
- Experience with directing, supervising, motivating and inspiring others.
- Experience developing, managing and evaluating projects.
- Two years of full-time, demonstrated experience/background in diversity related field.

Special Requirements:

- California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.
- The person holding this position is considered a “Limited Mandated Reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.
- This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a “designated position” under the California State University’s Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Procurement Card Holder, 2) Note this designation is applicable only if Procurement Card is issued.

PHYSICAL REQUIREMENTS:

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position for extended periods of time and frequently moving about inside the office, around campus, and community. Must be able to travel across campus to other offices and buildings on campus for meetings and events, as well as off campus to meet with constituents. Also refer to the Physical Requirements & Work Environment form regarding this position.

WORK ENVIRONMENT:

Typical office environment operating standard office equipment. Also refer to the Physical Requirements & Work Environment form regarding this position.

Closing Date:

To be considered for this position please visit our web site and apply on line at the following link: <https://apptrkr.com/2505648>

**California State University, Chico employs only individuals lawfully authorized to work in the United States. California State University, Chico is an Equal Opportunity, Affirmative Action, Americans with Disabilities Act employer. An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the California State University Police Department (530) 898-5555 or by accessing the following web site:
<http://www.csuchico.edu/up/>**

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