

# UNIVERSITY of HOUSTON

## Director, Center for Diversity & Inclusion Posting **STA005182**

Established in 1927, the University of Houston empowers students in their pursuit of learning, discovery, leadership and engagement. Located in a sprawling metropolis, our premier [Tier One](#) campus provides students with cutting edge programs including undergraduate, graduate, doctoral, distance and continuing education. Ranked among the best colleges in America, UH is home to award-winning faculty, innovative research centers, has one of the most diverse student populations in the nation, and alumni who have become international leaders.

Directs the daily operation and long- range strategic planning of the Center for Diversity and Inclusion; leads the development of a campus culture that is welcoming, accepting, and respectful by promoting unity and opportunity for all.

### Job Duties:

- Provides leadership, strategic vision, organization and administrative oversight of campus-wide programs and services; designs and implements policies and procedures.
- Partners with departments and student organizations to develop and promote diversity and inclusion through existing and new educational programs, services, trainings, communications and campus community events. Addresses the needs, strengths and challenges of diverse student populations, encouraging a respectful campus climate through equity, diversity, inclusion, and multicultural competency education.
- Plans, develops, and administers methods, strategies and procedures to meet strategic objectives related to diversity.
- Develops and implements a system to evaluate program effectiveness and the impact to student success.
- While maintaining expert awareness of program information and change needs, analyzes trends and directs the preparation of and reviews reports and records of activities to ensure program objectives are met; modifies or changes methodology as required.
- Assists with Cultural Competency Training curriculum development, training and assessment.
- Serves as a support resource for underrepresented students.
- Prepares and monitors the annual budget; prepares proposals to obtain grants from governmental and private agencies.
- Serves as a member of university committees as assigned.
- Performs other job-related duties as required.

**Requirements:** Master's Degree and 3 years' experience.

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related Master's degree from a college

or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

Requires a minimum of three (3) years of directly related job experience.

**Will begin to review resumes October 7, 2019.**

**Additional Information:**

- Managing full-time staff, graduate/instructional assistant staff and various student employees and student volunteers.
- Previous experience as a Director of a Diversity and Inclusion Office is preferred.
- Previous experience working in a campus-wide diversity and inclusion office is strongly preferred.
- Previous leadership experience in a campus-wide diversity and inclusion office is strongly preferred.

**Application Process:** Interested candidates must complete the [on-line application](#). Posting number STA005182. All UH positions can be found on our website at <https://uhs.taleo.net/careersection>. Candidates must include a resume, cover letter, and a list of references with names and contact information in addition to the on-line application. Review of applications will begin 10/7/2019.

The University of Houston strives to be an employer of choice by offering a full range of benefits to our full-time staff members. Tuition scholarships, a retirement plan, dental and full medical coverage are only a few of the benefits offered to employees at the University of Houston. From our award winning faculty to our active student body, UH offers the most diverse research university in the country.

The University of Houston is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation, gender identity or gender expression.