INSTITUTE DIVERSITY OFFICER
CALIFORNIA INSTITUTE OF THE ARTS (CALARTS)

JOB DESCRIPTION

January 2016

SUMMARY:
The CalArts Institute Diversity Officer (“IDO”) is a senior administrative position in the Provost Office. This incumbent will be responsible for developing and incorporating initiatives that lead to creating an inclusive, supportive and empowering environment for a diverse student body, faculty and staff. As a visionary, the IDO will understand diversity broadly and inclusively, recognizing racial and ethnic diversity, gender identification and expression and sexual orientation, cultural and class differences nationally and internationally. The IDO will be charged specifically with creating strategies to assist faculty with recruiting a diverse body of educators to teach future artists within a curricular structure that also recognizes and embraces critically and affirmatively this diversity. This individual will also serve as the point person for the Institute’s Title IX Compliance, collaborating closely with the Dean of Student Affairs and Chief Human Resource Officer. In summary, this incumbent is charged with helping to develop and strengthen a culture that supports a safe and respectful campus community.

For more information about CalArts visit their website at: www.calarts.edu

ESSENTIAL JOB FUNCTIONS:

• Serve as a creative resource and collaborative colleague throughout the institution related to diversity, equity and inclusion initiatives and activities.
• Formulate and implement policies to affirm CalArts commitment to an equitable and creative learning environment and ensure compliance with accreditation standards, and state and federal regulations (including Title VII and Title IX.) This incumbent will develop and oversee programs, services and initiatives designed to enhance the recruitment and successful retention of students, faculty and staff. They will serve as a liaison and strategic partner with other campus administrators to promote diversity, equity and inclusion as essential elements of CalArts values, mission and strategic plan.
• Provide consistent attention to matters of equity and diversity in policy and programs with a specific focus on curriculum development, academic and co-curricular programming while providing a concrete, tangible presence on-campus to reinforce our commitment to diversity.
• Develop effective strategies to promote diversity in faculty hiring and actively participate in building strong networks and recruitment sources.
• Serves as a key recruiting team member, coordinating recruitment plans, advertising, and selection processes for faculty hiring.
• Foster curricular activities, participate in core module development, adaption and revision; assist in the development of course and syllabus clinics.
• Serve as the Institute’s Title IX Coordinator and manage the Title IX team.
• Take a leadership role in developing and presenting training programs and disseminate information related to Diversity, EEO, and other compliance matters for the Institute in coordination with Human Resources, Student Affairs and the Provost Office.
ESSENTIAL JOB FUNCTIONS (Continued):

- Provide leadership and direction for the purpose of advising, clarifying and identifying necessary resources and action to eliminate discrimination, harassment and retaliation in all educational and employment programs and activities, to ensure that access to facilities, opportunities and resources is equitable throughout the campus.
- Facilitate diversity programs, activities, and initiatives designed to foster a climate that respects pluralism and diversity, including working with the Institute Equity and Diversity Committee.
- Develop and disseminate educational materials, including brochures, posters and web-based materials that inform members of the campus community (students, faculty and staff) of Title IX and Title VII as well as other federal and state anti-discrimination policies, programs and procedures.
- Provides comprehensive training and guidance to selection committees and other staff regarding laws, regulations, policies and procedures for equal employment opportunity, diversity, unlawful discrimination, sexual harassment and other areas as directed to ensure fair and equitable recruitment and selection practices and strategies.
- Develop campus climate surveys and work in concert with Dean of Student Affairs to execute surveys.
- Attend Deans Council and Academic Council as a member of Provost Office staff.
- Maintains current knowledge and materials related to laws, rules, regulations, and best practices for advancing EEO/Diversity.
- Align the objectives and strategic plans for diversity initiatives with the Institute’s mission and strategic plan.
- In collaboration with Human Resources Department, implement the Institute’s equal opportunity policies and ensures compliance with relevant city, state, and federal statutes such as Title VII, Title IX, Section 504 and the Americans with Disabilities Act.
- Be available to consult with individual students, faculty and staff on living, learning and working productively in a diverse community.
- Work with the Provost Office, Student Affairs and Schools to help mediate and resolve problems or conflicts arising among students, faculty and staff regarding equity and diversity and initiate community-wide educational actions and discussions in support of conflict resolution.
- Take a leadership role in coordinating with Human Resources, Student Affairs and the Provost Office to develop transparent and accessible systems for reporting any incidents of discrimination, including coordinating sensitivity training and diversity awareness initiatives campus-wide.

SKILLS/EXPERIENCE:

- Knowledge of contemporary discourses, issues, research and best practices for equity and diversity;
- A record of success in the EEO/diversity arena, including facilitating the resolution of complaints;
- Experience in assuring compliance with accreditation standards and federal and state policies regarding diversity;
- Demonstrated success in building consensus between and among individuals and groups with diverse interests;
- Thorough knowledge and demonstrated success in developing and implementing short- and long-term strategic plans;
• Excellent time management, interpersonal, administrative and communication skills;

SKILLS/EXPERIENCE:
• Ability to exercise discretion, independent judgement and reason logically in carrying out responsibilities;
• Teaching experience desirable.

EDUCATION:
• Master’s degree - plus eight (8) years relevant experience.

LOCATION:
• CalArts is in Valencia, CA, a planned community located in the City of Santa Clarita, which is approximately 40 miles north of downtown Los Angeles. Faculty, staff, and students have access to the enormous cultural, professional, and entertainment resources of the second-largest metropolitan region in the United States. Due to the traffic in the LA area, most faculty and staff choose to live closer to Valencia than to LA and surrounding areas, and to drive in occasionally for the numerous events.

• For more information about Santa Clarita visit the Santa Clarita Chamber of Commerce website: http://www.scvchamber.com/

COMPENSATION:
• CalArts will provide a compensation package to the successful candidate commensurate with experience and qualifications.

For more information, please contact:
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