

Director of Equity and Inclusion
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

Under the administrative direction of the Vice President of Student Services, the Director of Equity and Student Life is responsible for the development, coordination, planning, and supervision of Student Equity initiatives and student activities, including the development of the college's Student Equity Plan and other student success initiatives for the college in accordance with State and Federal codes and regulations and college and District policies and procedures. The Director of Equity and Student Life is further primarily responsible to plan, develop, organize, coordinate and direct comprehensive student activities at the college. The position will direct the timely development, administration, implementation, promotion, and evaluation of a variety of assigned programs, services, events and activities as well as coordinate assigned activities with other college programs, support services, departments, and outside agencies.

Examples of Duties

1. Serve as the key leader in the equity work of the college; create and/or seek out opportunities that ensures students who are underserved or unengaged are represented in activities; foster a school culture and climate which supports both student and staff success and promotes respect and appreciation for cultural diversity.
2. Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the college and support the college goal of becoming a Multi-cultural Institution.
3. Develop and implement training to promote cultural understanding and competency and a climate of equity and inclusion.
4. Promote college's commitment to a climate of equity and inclusion through interaction with individuals and agencies inside and outside the college and district.

5. Provide leadership in coordinating student equity strategies for the college through collaboration with faculty, staff, and administrators.
6. Develop and provide training related to Student Equity to faculty, staff, and administrators.
7. Work closely with the Office of Institutional Research to assist in the development of appropriate evaluative methodology, research, statistical reports, and other outcome measurements to identify disproportionate impact to assess Student Equity Program effectiveness and to identify future goals and strategies to enhance student equity that are integrated with other institutional planning.
8. Work with campus partners to orchestrate a comprehensive support plan for diverse students, including such programs as Hunger Free Campus, UMOJA, Mental Health Awareness.
9. Inform program, educational, and leadership development opportunities relating to equity and diversity.
10. Gather, research, and analyze data for use in statistical calculations and reports in order to meet federal and state requirements.
11. Ensure an active and engaged student body through regular programs, services and educational opportunities as the primary programming unit for student activities as the college.
12. Oversee the planning and coordination of campus-wide programming of small and large scale events and activities in collaboration with staff, faculty, students, and administrators with a special focus on nights and weekends.
13. Support the expansion of multicultural understanding on campus through sponsored forums, presentations, and activities.
14. Collaborate with department staff to produce events and programs that increase student engagement.
15. Assist in the development and administration of an annual budget for assigned areas.
16. Administer special projects that support the student access, retention, and completion goals of the college.

Qualifications

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Master's degree in an academic area related to assignment.
- Three years of demonstrated progressively responsible leadership and supervisory experience reasonably related to assigned area, preferably in an educational setting.

Knowledge and Abilities

Knowledge of:

- Pertinent State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents).
- Standard software applications such as Microsoft Office Word/Excel.
- Principles of student development administration at the community college level; leadership and management principles and techniques.
- The mission of the California Community College; community college and instructional programs, regulations and policies; principles of employer employee relations; and principles in the administration of personnel services.
- Accounting, budgeting and fiscal reporting.

Ability to:

- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and/or student services as a way to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving in an environment of shared governance
- Effectively communicate orally and in writing.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Apply legal and policy provisions to various problems consistently and correctly.
- Establish and maintain cooperative and helping working relations with students, staff and community agencies to meet the needs of students.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)