



Director of Diversity, Equity and Inclusion Center
E00037

WHY WORK AT SPSCC?

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision,

Position type: Exempt
Salary: \$57,008.00/year
Opens: June 7, 2017
Closes: Priority review date July 11, 2017;
Open until filled
Location: [Main Campus; Olympia, WA](#)

South Puget Sound Community College seeks a creative, dynamic, and collaborative individual to fill the position of Director of Diversity, Equity and Inclusion Center in the Student Life division.

The Director of Diversity, Equity and Inclusion Center (DEIC) reports to the Dean of Student Engagement & Retention, and will collaboratively contribute to the development of projects and activities that foster the college's commitment to diversity, equity and inclusion. The Director of the DEIC will work with various departments to create, implement and evaluate orientation and retention initiatives that result in the completion of students from underrepresented student groups at SPSCC.

KEY RESPONSIBILITIES

The Director serves as the lead administrative supervisor to the Diversity, Equity and Inclusion Center and is responsible for the following:

- Lead program development and engagement strategies on behalf of the Diversity, Equity and Inclusion Center. Provide program leadership to students and staff and maintain a comprehensive program of services to meet the needs of students within the framework of federal regulations, college policy, and available financial resources, including assessment for system improvement and staffing needs.
- Work with the Dean of Student Engagement & Retention to develop strategies and programs that increase recruitment, retention and completion of underrepresented student groups.
- Work collaboratively with various college departments including but not limited to Outreach, Center for Online Teaching and Learning, Instruction and Student Services and College Foundation to support students staff and faculty.
- Supervise full and part time staff including: recommending for hire, providing training and professional development programs/opportunities, assigning duties, and providing timely evaluation. Independently assess and evaluate student and staff job performance, expectations, and initiate disciplinary action and position termination as necessary.
- Supervise, advise, and direct the selection and work of the Peer Mentor Program.

life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the [State Board Retirement Plan](#) (SBRP) and [Department of Retirement Systems](#) (DRS). Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to [Washington Health Care Authority](#).

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes 24 days of vacation, 11 paid holidays, and 12 days of sick leave

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

- Direct program staff in the development and implementation of an annual calendar of services and programs consistent with the mission of the College and department.
- Provide for the scheduling and set up for all events in the Diversity, Equity and Inclusion Center, including arrangements for support services and maintaining equipment inventory.
- Attend and oversee Diversity, Equity and Inclusion Center sponsored events held on and off campus in a supervisory capacity; including evening and weekend programs. Assure appropriate set up, use and storage of equipment, and ensure that all appropriate College policies are followed.
- Negotiate contracts and arrange for all Diversity, Equity and Inclusion Center guest artists, speakers or performers on behalf of the College.
- Recommend, manage, and administer the budget for the Diversity, Equity and Inclusion Center; assure fiscal responsibility of the Services & Activities Fee budget by preparing program annual budgets and monitor expenditures to ensure compliance with approved fiscal guidelines.
- Maintain accurate records of expenditures for Diversity, Equity and Inclusion Center programs. Generate payment vouchers and purchase requisitions as needed.
- Provide direct academic support services to students, monitor student academic progress, and refer students to resources to assist them in overcoming academic and personal difficulties.
- Provide professional mentoring and advocacy support to assist students in overcoming barriers or obstacles to retention, persistence, and completion.
- Serve on behalf of the Dean of Student Engagement & Retention overseeing Student Life in his/her absence as requested.

Develop, implement, and assess student diversity programs

- Develop, coordinate, and assess the Diversity Leadership Institute Series.
- Responsible for annual Peer Mentor orientation and training program for student employees.
- Direct full time and student program staff in the development and implementation of an annual calendar of educational and cultural programs and events that foster understanding, increase awareness of diverse groups, raise consciousness of identity and promote diversity. Work with student organizations, campus committees, and community resources to enrich diversity on campus.
- Provide consultation, advisement, and advocacy for all student affinity groups on campus.
- Provide leadership for the development, writing and/or revising of publications and documents on behalf of the Diversity, Equity and Inclusion Center.

- Develop, promote, coordinate the Safe Zone Program for the college; plan and conduct Safe Zone trainings for staff and faculty.
- Provide vision, leadership, and evaluation for improving and augmenting college diversity, equity and inclusion efforts for students.

Work collaboratively to foster diversity, equity and inclusion within the campus and community.

- Develop and maintain positive working relationships with faculty, staff and students throughout the campus to support strategies that enhance cultural competencies and promote diversity and inclusion on campus.
- Work collaboratively with Student Life, Athletics, International Programs, and other departments to identify, develop, and implement diversity and inclusion awareness training programs in collaboration with other departments and student leadership programs.
- Represent the Diversity, Equity and Inclusion Center at a variety of activities such as classroom visits, presentations, or other outreach initiatives on behalf of the department.
- Actively create partnership and linkages with other community colleges through participation and leadership in the Multicultural Student Services Directors Council (MSSDC).
- Actively participate and collaborate with the campus Diversity, Equity and Inclusion Advisory Committee.
- Connect with local, regional and national audiences to represent SPSCC, stay informed on and articulate best practices in the field.
- Work with the Office of Institutional Research to monitor and report the retention and graduation patterns of underrepresented students attending the college. Develop and implement recommendations for strategies to improve retention.
- Serve as content manager and oversee an active social media presence to include photography, information, and community outreach relevant to the Diversity, Equity and Inclusion Center.
- Assist with outreach and recruitment efforts as requested.
- Serve as college representative to relevant external agencies and on campus committees as requested.

MINIMUM QUALIFICATIONS

- Master’s degree in Student Development, Leadership, Multicultural Education, or a related field.
- Three years of progressive experience in an administrative role in higher education or related setting.
- Demonstrated and proven leadership capabilities in the field of multicultural education, or diversity and equity programming.
- Commitment to, as well as knowledge and understanding of equity, diversity and inclusion initiatives and activities related to a college

setting, including awareness of trends and issues facing higher education, including consensus-building in diverse groups.

- Demonstrated cultural and equity competency, and the ability to communicate and work effectively with people, regardless of personal experiences, values and worldviews that arise from differences of culture and circumstances, including race, ethnicity, religion, language, gender identity, age, marital status, sexual orientation, socioeconomic status, diverse physical and learning abilities/disabilities and more.
- Ability to exercise good judgment in evaluating situations, solving problems and making decisions.
- Excellent written, oral and interpersonal communication skills and the ability to present in front of groups, work well with others, and function as a team member.
- Advanced knowledge of computers and software applications, specifically MS Office suite: Word, Outlook, Excel, and PowerPoint.
- Commitment to a working environment that values a diverse academic environment, inclusive of students, faculty, and staff of diverse cultural, socioeconomic, and educational backgrounds.

SUPPLEMENTAL QUESTIONS

Your responses to the following questions are required as part of your application for this position, not to exceed two (2) pages.

1. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
2. How do you see the various operational components of this position supporting student engagement, retention and completion?
3. Please list your intermediate and advanced skill level in the following Microsoft applications, and **describe** some of the functions that you have utilized in prior experiences with them:
 - a) Word
 - b) Excel
 - c) Outlook
 - d) Other software or database applications you have used
4. Please describe how you will contribute to the diversity of this campus.

HOW TO APPLY

Interested candidates may apply by submitting the following required items:

1. [Completed SPSCC Employment Application](#)
2. Letter of application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement.
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications.

4. Responses to the Supplemental Questions.
5. Copies of unofficial transcripts.

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512