Title: Head of Equity, Diversity, Inclusion & Belonging

Classification: Administrative – Full Time Salaried

Reports to: Chancellor

Location: Remote, with the ability to travel to campuses and other locations

Position Summary:

Under the direction of the Chancellor, the Head of Equity, Diversity, Inclusion & Belonging (HEDIB) serves as a member of the Cabinet and works closely with this group to set the strategic direction for cultural and organizational change. The HEDIB also works closely with the Board of Governors, University Leadership, Faculty, Staff, and Students in the development and implementation of an equity, diversity, inclusion and belonging (EDIB) strategic plan to promote and nourish a culture and climate that supports equity, diversity, inclusion, justice, and belonging.

The HEDIB will lead the creation of a vision and strategic goals to advance anti-racism efforts and an inclusive, respectful and caring working and learning environment where everyone feels respected, engaged, supported and appreciated. The HEDIB will accomplish this by engaging leaders and community partners across the University, and by leading institution-wide efforts that challenge traditional higher education processes, practices and cultural norms and promote deep and sustained organizational change.

In addition, the HEDIB will advance our mission by supporting and promoting a welcoming, diverse, and inclusive culture through active engagement, integrity, warmth, self-awareness, and appreciation for difference. Also, by collaborating with our affiliation partners in creating and implementing shared initiatives and activities that support and promote equity, diversity, inclusion and belonging in our institutions.

Duties and Responsibilities

- Serve as senior advisor to the Chancellor and Cabinet on initiatives and issues related to EDIB and organizational climate, as well as identifying opportunities for institutional change.

- Collaborate with University leaders and community partners to develop and implement an EDIB strategic plan with the goal to promote and nourish a culture and climate that supports diversity, inclusion, equity, and belonging. Create a communication plan to disseminate information about the EDIB strategic plan, evaluate progress, and keep all members of our community engaged in the successful implementation of the EDIB strategic plan.

- Define the scope and core characteristics of the culture change needed to ensure EDIB is promoted and supported at every level of the organization. Identify established, evidence-based EDIB best practices in higher education and evaluate how the University currently performs in
relationship to these approaches. Assess the resources required for successful implementation, consensus building, buy-in accrual, and working through competing interests.

- Ensure the development and communication of EDIB-related University policies, standards and procedures, processes and accomplishments. Serve as an advocate, mentor, and resource for EDIB concerns and issues. Collect, analyze, monitor, and disseminate institutional data to benchmark and promote accountability for diversity, equity, inclusion and belonging efforts.

- Develop and implement strategies to address all aspects of EDIB issues, including students, faculty, administration, and staff recruitment and retention strategies; ensuring cultural competency in the curriculum; the impact of EDIB on education; evaluation of the University climate; and the policy and legal dynamics of affirmative action and diversity in higher education. Furthermore, the HEDIB must be a tireless advocate able to leverage the University's mission, social justice, educational benefits, and business case rationales for discussing and impressing the importance of EDIB.

- Oversee the efforts to achieve EDIB across all dimensions of difference—racial and ethnic identities, ages, nationalities, social and economic status, sexual orientation, gender identity/expression, religious, political and ideological perspectives, and physical and mental abilities.

- Educate and engage search committee members on the value of centering diversity, how inherent bias hinders our ability to create diverse candidate pools and by the implementation and stewardship of pipeline programs to enhance talent pools for recruitment of students, faculty and staff.

- Engage and collaborate with key partners across the University to develop and cultivate a collaborative and common vision for EDIB on each campus, school, program or location, and leverage both ongoing efforts and new ideas. Work with established groups, including the Anti-Racism Task Force, to advance this work.

- Provide guidance and oversight on efforts to address broad and specific issues of faculty, staff, and student diversity. The HEDIB will work with leaders, deans, department chairs, directors, and supervisors to develop robust EDIB plans and will monitor the implementation and execution of those planning efforts.

- Coordinate a wide variety of EDIB programming at the University and community level, addressing all dimensions of diversity, equity and inclusion. Plan and host University and public events; propose and/or develop institutional programming, including employee developmental programs in areas such as cultural competency and cultivating and retaining leaders from diverse backgrounds. Facilitate group discussions and town hall meetings in response to campus, national, and global events related to EDIB. Collaborate with others and seek the necessary resources to support these efforts.

- Establish effective modes of communication for ongoing EDIB activities. Recommend communications strategies and content for training, web resources, social media, and print
materials to support EDIB related initiatives. Serve as a spokesperson for the University on matters related to diversity and inclusion. Form and cultivate strategic partnerships with individuals and organizations outside the University to help further its diversity agenda.

- Identify opportunities to collaborate with our affiliation partners in the development and implementation of shared initiatives and activities to support and advance equity, diversity, inclusion and belonging in our institutions.

**Qualifications and Experience**

- The ideal candidate will be a professional in the broader field of diversity and organizational change, with a demonstrated track record of successfully addressing and implementing EDIB goals in the context of higher education or other complex organizations.

- An advanced degree is preferred. Experience in higher education, nonprofit management or a demonstrated skill set that is highly applicable.

- Six to ten years of experience in developing and implementing equity, diversity, inclusion and belonging programs and leading organizational change is preferred.

- Demonstrated success as a collaborator and relationship builder, with strong interpersonal skills and the ability to build coalitions and collaborative working relationships with a broad range of diverse individuals and groups, including Cabinet and Board members, to achieve results.

- Strong track record in managing change with an understanding of the contexts, cultures and politics within institutions that impact the implementation of effective equity, diversity, inclusion, belonging and change efforts.

- Demonstrated cultural awareness and agility; ability to build trust, consensus and credibility and to navigate complex landscapes.

- Demonstrated success in identifying and implementing best practices for EDIB, and an excellent command of modern equity, diversity, inclusion and belonging concepts and issues in higher education.

- Demonstrated success in working collaboratively to develop and implement recruitment and retention strategies focused on building a diverse workforce.

- Demonstrated success in partnering with students, faculty, and staff to advance EDIB and social justice across curricular and extracurricular efforts.

- Exceptional oral and written communication skills with experience in multiple communication modes, including social media, and the ability to articulate the importance of EDIB to the broader community.

- Proven analytical skills and ability to provide oversight for assessments related to campus climate
and EDIB. Exhibit passion and patience, and lead the design, implementation, assessment, and evolution of key milestones over time.

- Knowledge of laws, regulations and guidelines related to equity, diversity, inclusion, and nondiscrimination in higher education, including Title IX, Title VI, Title VII, Clery Act, ADEA, ADA, and Section 504.

**Environmental and Physical Demands**

The essential functions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Antioch University reserves the right to change the duties of the job description at any time.

**Decision Making**

- Significant latitude in strategic and operational decision-making.

**Supervision Received**

- Minimal supervision received

**Supervision Exercised**

- No supervisory responsibilities. However, the HEDIB is expected to develop strong collaborations and partnerships in order to move the work forward and to provide guidance to others as needed. Supervisory responsibilities may change in the future.

*Antioch University provides equal opportunity for all qualified applicants and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected classification.*