

Job Title: Assistant Director of Diversity, Equity & Inclusion  
Job ID: 28604  
Location: College of Staten Island  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

## **POSITION DETAILS**

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting directly to the Director of Diversity, Equity & Inclusion, Title IX and ADA s. 504 Compliance and providing support within the Office of Diversity, Equity, and Inclusion (ODEI), the Assistant Director of ODEI will assist in all matters related to compliance, establishing process flows/policies, and creating programs that are focused on various components of diversity, equity, and inclusion. We are seeking a qualified candidate that is looking to grow in their career and experience to join a diverse team of scholars and practitioners within ODEI that are passionate about this work as well as our institution.

Additional duties include, but are not limited to:

- Managing/organizing diversity recruitment AAP files, including digitizing records, running reports in CUNYfirst, tracking employment searches, and regularly preparing updated log sheets. Assisting with the AAP approval processes and the AAP reports.
- Supporting the Title IX Coordinator in the management of the Title IX Compliance Program, including monitoring and maintaining data related to the status and

outcome of complaints and investigations, and assisting in the preparation of periodic and annual compliance reports and audit responses.

- Writing and reviewing memos pertaining to investigations of discrimination, harassment, and retaliation; fielding complaints and managing software and creating an effective tracking system of complaints. May be delegated to handle the investigation and resolution of lower-level cases and complaints (excluding Title IX).
- Overseeing and coordinating initiatives planned by the Office of Diversity, Equity and Inclusion, including workshops, meetings, trainings, special events, etc. Partnering with other stakeholders on the campus to provide consultation of DEI programs. Assisting with analyzing and evaluating DEI initiatives and programs including survey evaluation and providing reports on these initiatives.
- Working in a highly collaborative manner to facilitate intersection among students, faculty and staff to promote intercultural understanding and creating and enhancing a supportive campus climate.
- Managing program resources, executing logistics, and facilitating communication for all committee meetings and DEI strategic initiatives to ensure a successful experience.
- Performing other duties as required or assigned which are reasonably within the scope of the duties enumerated above, including but not limited to creating and maintaining the DEI library, assisting in grant proposals and research, managing the Divisional newsletter, revising and updating communication on our website and internal documents.

## **QUALIFICATIONS**

Bachelor's Degree and four years' relevant experience required.

Preferred qualifications include:

- Master's degree in business, any social science or counseling field, or certifications in diversity, equity, inclusion, and compliance
- 2+ years of creating DEI programs and performing data analysis
- Willingness to work collaboratively as a team player with diverse groups and campus partners, such as Human Resources, Student Affairs, and Public Safety.
- Ability to perform in a time-sensitive environment and work independently.
- Prior experience working in a university setting with an understanding of the academic recruitment, tenure, and promotion processes strongly preferred.
- Proficiency in the use of computer applications such as Microsoft Office Suite, and collaborative communication platforms such as Teams and Zoom, is essential.

## **CUNY TITLE OVERVIEW**

Provides administrative and program support to an administrative or academic department.

- Oversees department operations and assists management in planning department activities, creating schedules, assigning staff and preparing and delivering department communications.
- Works with appropriate offices related to personnel recruitment, expediting search activities
- Research coordinates and organizes materials for key events such as promotion and tenure reviews.
- Supervises and trains support staff and student workers.
- Manages budget and coordinates purchasing, accounting, and payroll.
- Provides instructions and basic advice to students, faculty, and others seeking information on department activities, policies, and schedules.
- Performs related duties as assigned.

Job Title Name: Administrative Specialist

### **CUNY TITLE**

Higher Education Assistant

### **FLSA**

Non-exempt

### **COMPENSATION AND BENEFITS**

\$52,267 - \$56,447

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

### **HOW TO APPLY**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

\*\*Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

**CLOSING DATE**

July 11, 2024

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.