

POSITION DESCRIPTION

TITLE: Assistant/Associate Vice President of Inclusion and Belonging - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Assistant/Associate Vice President (AVP) of Inclusion and Belonging will advise the President on campus-wide diversity, equity, inclusion, and belonging initiatives. As a strategic and action-oriented thought partner, the AVP will collaborate closely with campus stakeholders, driving impactful, transparent, and sustainable programs and activities that ensure all members of the community thrive and feel a sense of belonging. The AVP will assist with the amplification and implementation of equitable policies as well as nurture connections among students, faculty, staff, trustees, and the broader community. Of importance, the AVP will create opportunities to engage the campus in an ongoing dialogue that values differences and the unique contributions of others' talents, backgrounds, customs, and worldviews.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

Expectations for Leadership

The AVP will address the following critical leadership issued, among others:

- Plays a lead role in guiding the College through the development and implementation of strategic initiatives grounded in inclusive diversity and equity and focused on belonging.
- Embeds equity into all College functions, including curricular and co-curricular programming, business operations and communications, in collaboration with the campus leadership.
- Provides strategic direction through an inclusive diversity and equity lens.
- Fosters a culture of belonging rooted in equity, inclusive diversity, and collaboration.

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- Liaises between the President's Executive Council and campus stakeholders.
- Serves as a key advisor and counsel to the president, members of the Executive Council, and the chief human resources officer on institutional diversity, equity, inclusion, and belonging (DEIB) matters, especially related to talent acquisition, management, engagement, and development.
- Help lead intergroup dialogue, moving people to a place of being comfortable with discomfort (surrounding matters of DEIB).
- Promote cultural competence and develops inclusive action plans.
- Cultivates internal and external relationships to support and enhance the College's DEIB efforts.
- Assists with amplifying and implementing equitable policies and procedures.
- Secures external funding support via grants, foundations, and philanthropic partners.

Qualifications and Personal Qualities

The successful candidate will have demonstrated progressively responsible administrative experience that includes the advancement of diversity and inclusion initiatives; new program development; and a high level of cultural awareness, sensitivity, humility, and discretion.

In addition, the AVP of inclusion and belonging will have:

- An awareness and sensitivity of the experiences of marginalized people as a driver in the development and implementation of strategic initiatives.
- Expertise and temperament to participate in important and difficult discussions about race, racial disparity, racial reconciliation, disability, gender and sexual identity, socioeconomic status, and the ability to incorporate these perspectives in the development, implementation, and assessment of inclusive initiatives.
- Experience translating vision into inclusive and strategic initiatives that are outcomes-based.
- Excellent communication skills, including the art of dialogue and the ability to respond effectively and dynamically to the concerns of stakeholders, including students, faculty, staff, and the Board of Trustees.
- Demonstrated record in advancing programs and initiatives.
- Strong collaborator with the ability to identify and maximize the connections among different interests.
- Deep listener who is open to different points of view, relatable, approachable, and patient.
- Strategic and critical thinker who develops and assesses inclusive programs.
- Champion for fairness and empathy.

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- Strong advocate for the College's mission and the embodiment of the St. Mary's Way.
- Person with an abiding sense of humor.

MINIMUM QUALIFICATIONS:

- Education: A minimum of a master's degree in a related field is required; a doctoral degree is preferred.
- Experience: At least five years of work experience with increasing responsibility in diversity, equity, inclusion, and belonging.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.