

POSITION DESCRIPTION
Chief Diversity and Inclusion Officer

The Chief Diversity and Inclusion Officer (CDIO) is a senior leader who serves as a catalyst to leverage best practices and resources across Kansas State University's campuses to promote a culture of inclusion where individuals from all 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 are able to thrive and be engaged. The CDIO provides strategic and programmatic leadership for diversity and inclusion initiatives that advance diversity as a critical component of social, academic and intellectual life at K-State.

The CDIO works across the academy, but with a particular emphasis with 1) Human Capital Services on faculty and staff recruitment, retention, and institutional equity, 2) the Provost and academic organization on faculty development and curriculum, and 3) the Vice President for Student Life and Associate Vice President for Student Life/Diversity and Multicultural Student Affairs on student recruitment, retention and success.

The CDIO reports directly to the President and serves as the senior diversity and inclusion advisor to the President and university leadership. S/he serves on the President's Cabinet and President's Advisory Council.

Strategic Leadership (30%)

The CDIO provides vision and leadership to effectively integrate inclusion into the work of Kansas State University, working closely with university leadership, diversity point people and the university community to shape and implement investments, plans and strategies aligned with institutional goals and creating a welcoming environment for all. This includes facilitating and coordinating university strategic planning and prioritization in the areas of diversity and inclusion; conducting periodic climate surveys; and working collaboratively to develop and implement strategies and initiatives that advance a climate of diversity and inclusion and support the university's mission and the K--State 2025 vision and goals. Specific responsibilities include:

- Collaborates with senior leaders to integrate diversity best practices into institutional employment and workplace practices, including business practices and programming.
- Engaging appropriate stakeholders, develops, implements, operationalizes and measures the university's strategic diversity and inclusion plan, vision and related goals.
- Chairs the President's Commission on Multicultural Affairs and works closely with the university's network of diversity point people.

Philanthropy, Fundraising, and Engagement (25%)

Collaborating with the KSU Foundation, other university leaders and a variety of university constituencies, initiates and manages fundraising efforts in the areas of grant funding and management, major gifts and corporate and foundation relations to advance institutional diversity and inclusion initiatives. Maintains strategic relationships with the community, alumni, corporate donors, benefactors, industry, and local, state, regional and national organizations focused on multicultural education, student affairs, diversity and inclusion.

Retention and Recruitment Program Development (15%)

The CDIO collaborates with university departments to develop strategic hiring and retention efforts to attract and retain a highly talented, diverse workforce. Drives diverse talent identification and retention strategies for staff and faculty. Working with Talent Acquisition, colleges and other units, proposes, develops and deploys initiatives that broaden the university's outreach to diverse, qualified candidates.

Education, Communication, and Outreach (15%)

Coordinates a wide variety of diversity programming at the university and community level addressing all dimensions of diversity and inclusion. Plans and hosts university and public events on the subject of diversity and inclusion. Proposes and/or develops institutional programming related to diversity and inclusion, including employee developmental programs in areas such as cultural competencies and cultivating and retaining future leaders from diverse backgrounds. Deploys and measures initiatives aimed at the promotion of diversity and cultural competence in the workplace. Facilitates group discussions and town hall meetings in response to campus, national and global events related to diversity and inclusion.

Establishes effective modes of communication about ongoing diversity and inclusion at Kansas State University. Creates and implements communications strategies and content management for training, web resources, social media and print materials to support diversity inclusion and related initiatives. Serves as a spokesperson for the university on matters related to diversity and inclusion. Forms and cultivates strategic partnerships with individuals and organizations outside the university to help further its diversity agenda.

Advice, Reporting, and Guidance (15%)

Serves as the senior advisor to the President and university leadership on initiatives and issues related to diversity and inclusion and university climate as it relates to faculty and staff and identifies opportunities for institutional improvement. Ensures the development and communication of related university policies, standards and procedures. Serves as an advocate, mentor and resource for concerns and issues related to diversity and inclusion. Collects, analyzes, monitors and disseminates institutional data to benchmark and promote accountability for diversity and inclusion at Kansas State University.

Qualifications/Knowledge, Skills and Abilities

Qualified applicants must have a master's degree in a relevant field from an accredited institution, terminal degree or doctorate preferred. The successful candidate will be an innovative, strategic and results--oriented leader with a broad vision for the role of diversity in achieving institutional excellence. S/he must be adept at facilitating difficult discussions, shepherding change, creating and strengthening partnerships, and aligning an array of efforts across the university. In addition, the successful candidate must have:

- Demonstrated success as a collaborator and relationship builder, with strong interpersonal skills and ability to build coalitions and collaborative working relationships with a broad range of diverse individuals and groups, including senior executives, 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 diversity change efforts
- Proven record of success in fund development and external fundraising and related project administration
- Demonstrated cultural awareness and agility and ability to build trust, credibility and

- navigate a complex landscape
- Demonstrated success in identifying and implementing best practices of diversity and inclusion and an excellent command of modern diversity and inclusion 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 faculty in curriculum development efforts that advance diversity, inclusion and social justice
 - Exceptional oral and written communication skills with experience in multiple communication modes, including social media, with the ability to articulate the importance of inclusion and diversity to the broader educational mission of higher education institutions
 - Knowledge of laws, regulations and guidelines related to diversity, inclusion and nondiscrimination in higher education, including Title IX, Title VI, Title VII, Clery Act, ADEA, ADA, and Section 504
 - Proven analytical skills and ability to provide oversight for assessments related to campus climate, diversity, and inclusion
 - History of effective leadership in a culture of shared governance

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