



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Manager, Diversity, Equity and Inclusion
POSITION NO.	502877
LOCATION	Warwick Campus
REPORTS TO	Director, Diversity, Equity and Inclusion and Organizational Development
GRADE	BOE 13
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

Through multiple initiatives, the Department of Institutional Equity and Human Resources (IE/HR) provides leadership and enthusiastic support for the creation and maintenance of a diverse and inclusive CCRI culture. With expertise in employee engagement and organizational design, IE/HR provides guidance and programming to maximize employee and organizational performance.

The Manager of Diversity, Equity and Inclusion (DEI) plays a pivotal role in driving our commitment to diversity and inclusion while also contributing to overall organizational development. The incumbent will work closely with leadership, HR, and various departments to create and implement strategies, programs, and initiatives that promote diversity, equity, and inclusion across all aspects of our organization. Additionally, you will lead efforts to foster professional development and growth opportunities for our employees.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college, working collaboratively with others in a diverse and inclusive environment.

Assessment and Planning:

- Conduct assessments of the institution's current state of diversity and inclusion, using data analytics to identify representation gaps and areas for improvement, to develop a plan that aligns with the institution's goals and values.

Training and Facilitation:

- Design and deliver cultural training sessions for employee groups. This includes workshops and educational programs to raise awareness, enhance cultural competency, and promote understanding of diversity and inclusion issues among employees and leadership.

Policy and Procedure Development:

- Collaborate with key stakeholders to develop and update policies, procedures, and practices that promote equity and inclusion throughout the institution, including recruitment, hiring, promotion, and retention processes.

Employee Engagement:

- Implement initiatives to engage employees in conversations about diversity, equity, and inclusion, create safe spaces for dialogue. Develop and manage employee resource groups, student affinity groups and the DEI Council.

Event Planning and Execution:

- Coordinate the planning, organizing, and execution of annual employee engagement events. Collaborate with various departments to ensure the buildout of successful events that promote employee growth, engagement, and recognition.

Collaboration and Partnerships:

- Build relationships with external organizations, community groups, and industry networks to stay informed about best practices, leverage resources, and foster collaboration on DEI-related initiatives.

Evaluation and Continuous Improvement:

- Continuously evaluate the effectiveness of DEI initiatives, solicit feedback from employees, and adjust strategies and programs to drive meaningful and sustainable change.

HSI Strategic Planning and Implementation:

- Develop and implement strategic initiatives that advance the college's HSI (Hispanic Serving Institution) status, including community engagement, professional development, and student advocacy.

New Staff Orientation and Onboarding:

- Manage, develop and implement comprehensive onboarding and orientation programs for new staff members.

Campus Climate Assessment:

- Conduct regular campus climate assessments to monitor employee engagement and the effectiveness of DEI initiatives to identify areas for improvement.

Knowledge:

- Strong understanding of organizational behavior, change management theories, and best practices in DEI interventions and solutions.

Analytical Skills:

- Proficient in data analysis, interpretation, and using metrics to drive decision-making and measure the effectiveness of DEI initiatives.

Communication and Facilitation Skills:

- Excellent verbal and written communication skills to effectively convey information. Facilitate discussions, workshops, meetings, and group discussions, and present recommendations to stakeholders at all levels.

Project Management:

- Strong project management skills to plan, execute, and monitor DEI initiatives within established timelines and budgets.

Relationship Building:

- Demonstrated ability to build strong relationships with stakeholders and establish credibility as a trusted advisor.

Adaptability:

- Ability to thrive in a dynamic and fast-paced environment, managing multiple projects simultaneously and adjusting priorities as needed.

LICENSES, TOOLS, AND EQUIPMENT:**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Organizational Development, Human Resources, Business Administration, or a related field
- Master's preferred
- Minimum 5 years of relevant experience
- Demonstrated commitment to CCRI's mission
- Demonstrated knowledge of basic DEI concepts and commitment to DEI
- Demonstrated project management skills

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.