



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CHIEF DIVERSITY OFFICER & OMBUDS

An Administrative Position
Grade AA – Salary Schedule 20

A. General Statement

Reporting to the Chancellor, the position will help synthesize and integrate the District's many effective efforts into a comprehensive strategy for enhancing diversity, equity, inclusion and access (DEIA) across all aspects of the District's mission.

The Chief Diversity Officer & Ombuds (CDO) has the responsibility to promote diversity broadly defined; to ensure equity across the institution; to foster a culture of respect and inclusion for all faculty, staff, students, alumni, and members of the community; and to advocate for the role that diversity and equity initiatives play in achieving institutional excellence.

In addition to furthering and reporting on Strategic Plan progress, the CDO will support District efforts to offer a safe, neutral, informal, and confidential space for faculty and staff to discuss and find solutions for workplace issues and concerns including attention to intercultural dynamics that impact communication, belonging, and thriving.

The CDO is a member of Chancellor's Cabinet and will work alongside the Chancellor as part of the District's commitment to an inclusion ecosystem and work to help our community members collaboratively foster a healthier, inclusive culture and work environment. This includes playing a key role in the coordination of District responses to emerging local, national, or global events that affect the experience of students, faculty, and staff from diverse groups and populations, and stewarding relationships with external academic communities with which the District interacts. The CDO will work to ensure equity and fairness in partnerships with all local, state and national organizations.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all the duties performed by the incumbent of any particular position. The omission of specific statements of duties does not exclude them from the position, if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide leadership in the areas of anti-racism, diversity, equity, and inclusion in accordance with the District's Strategic Plan and values.
2. Champions and promotes an inclusive institution that honors and embraces social equity and makes recommendations on how to maximize anti-racism, diversity, equity, and inclusion efforts across the District.
3. In conjunction with Human Resources and administrators, develops, implements, and provides institutional employee training (onboarding and ongoing) to promote cultural understanding and competency and a climate of equity and inclusion.
4. Work collaboratively with senior leadership to lead the design and deployment of faculty and staff development and mentoring programs that foster retention and career progression and institutional support structures for members of underrepresented groups.
5. Facilitates the Anti-Racism Council meetings including agenda and priority setting, including developing annual

- strategic goals for diversity, inclusion, and equity.
6. Consults with academic departments in creating culturally relevant curriculum development and instructional practices; supports academic administrators and guides faculty in the development of culturally responsive, equitable, and inclusive curricula, courses, and teaching practices.
 7. Works directly with Vice Presidents of Instruction, the instructional deans, and with faculty-led committees to ensure DEI is always considered in decision-making.
 8. Provides guidance and feedback to the Guided Pathway initiative on how its efforts can best maximize diversity, equity, and inclusion.
 9. Collaborates with Human Resources in implementing the EEO Plan; serves on the EEO Advisory Committee.
 10. Lead evidence-based assessment efforts to help guide the investment of resources in the highest impact activities to foster a diverse and inclusive learning and workplace environment; develop metrics and procedures to track institutional trends and help units increase accountability through qualitative and quantitative assessments of programs, policies, and services.
 11. Draw upon research, scholarship, and information on national and international trends to develop and support innovative programs and policies relevant to anti-racism, diversity, equity, and inclusion for faculty, staff, and students.
 12. Serves as a consultant and subject matter expert to administrators, faculty, staff, and students on matters related to anti-racism, diversity, equity, and inclusion.
 13. Provide impartial and confidential conflict resolution services to members of the District community who are concerned about an issue. Assist community members in obtaining and providing relevant information regarding District policies and procedures.
 14. Consult with appropriate administrators and individuals to develop cooperative strategies for resolving concerns and complaints. Whenever possible and appropriate, provide referrals to other resources, such as Human Resources, the Employee Assistance Program, College counseling and health centers, Public Safety, and the like.
 15. Act as a liaison between individuals or groups and the campus administrative structure, serving as a communicator or informal facilitator, as appropriate and make system change recommendations.
 16. Performs other related duties as assigned.

C. Requirements

Education and Experience

1. Possession of Bachelor's degree from an accredited institution
2. Five years of experience advancing diversity, equity, and inclusion initiatives and/or closely related field across enterprises.
3. Demonstrated progressive administrative experience and expertise in building and supporting initiatives that promote diversity, equity, access, and inclusion.
4. Superior leadership, organizational, and communication skills; excellent human relations skills and proven ability to work effectively with diverse communities.
5. Demonstrate a record of success in moving the needle within their organization on diversity and inclusion metrics related to faculty, staff, and students.
6. Experience leading an office that is proactive

D. Preferred Qualifications

1. Advanced degree preferred.
2. Experience with grant writing/grant management
3. Demonstrated senior leadership in higher education

E. Knowledge and Abilities:

Knowledge of:

- District organization, operations, policies, and objectives
- Advanced theories, principles, and best practices related to diversity, equity, inclusion, and access
- Principles and practices of organization and culture change
- Principles and practices of program development and management
- Principles and practices of crisis and non-crisis communications

- Conflict resolution and mediation

Ability to:

- Provide strategic leadership; cultural competency and work with diverse academic, cultural, and ethnic backgrounds of community college students and staff
- Manage change and sensitive topics
- Offer viable solutions for problem-solving
- Analyze and provide sound recommendations on complex management and administrative issues, including identifying alternative solutions, projecting consequences or proposed actions, and making recommendations in support of goals;
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Work under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities
- Write and edit clear, concise, accurate, and effective materials for public distribution
- Meet schedules and deadlines
- Work confidentially with discretion
- Understand and follow oral and written directions
- Interpret and prepare complex reports
- Give effective presentations
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and accessibility issues

F. Physical/Other Requirements

- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to walk short distances and carry objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct District business with occasional evenings and/or weekends on an as-needed basis.

(05/2023)