



Chief Diversity Officer

Vacancy Announcement

Position Information

Campus Title Chief Diversity Officer

Department Affirmative Action

Position Summary

SUNY Geneseo invites applications and nominations for the position of Chief Diversity Officer. This role represents a restructuring and elevation of the former position of Assistant to the President for Diversity & Equity and Director of Affirmative Action.

Consistent with SUNY Geneseo's commitment to the value of inclusivity, affirmed in its recently developed Strategic Plan, the College seeks an accomplished professional to serve as its Chief Diversity Officer. Reporting directly to the President, the Chief Diversity Officer will be a member of the President's Cabinet, providing leadership and strategic direction in creating and nurturing a diverse and inclusive College community. The holder helps to shape the vision and direction of diversity and affirmative action programs at the College and works collaboratively across the institution to advance the College's commitment to diversity, equity, and inclusion.

This is a "Management Confidential" position.

Core responsibilities:

- Provide leadership of the recently formed Office of Diversity and Equity, supervising the Title IX Coordinator and the Affirmative Action Compliance Specialist.
- Work collaboratively with units across campus to implement best practices related to diversity, equity and inclusion, including those pertaining to recruitment and retention of personnel and students.
- Provide leadership for the implementation, assessment, and revision as needed of the College's Strategic Diversity Plan. Seek and pursue opportunities to expand the College's resources for initiatives consistent with that plan.
- Serve as a subject matter expert and influence the development of campus policy and programming pertaining to diversity, equity and inclusion. As appropriate, contribute to the delivery of that programming, including cultural competency programs.
- Participate actively in the system-wide network of Chief Diversity Officers.
- Ensure ongoing attentiveness to the College's value of inclusivity through active participation in campus initiatives and on shared governance entities, including the College's Strategic Planning Group and the President's Commission on Diversity & Community.
- Investigate and, as appropriate, respond to reports of bias-related incidents in collaboration with appropriate College officials.
- Function as the College's ADA Officer for employment matters and the campus liaison for Domestic Violence in the Workplace.
- Monitor campus climate and national trends relevant to diversity and provide responsive leadership.
- Prepare reports and narrative materials relevant to the campus' diversity, equity and inclusion activities.

Required Qualifications

An earned master's or doctoral degree from an accredited higher education institution.

A minimum of five years of experience in diversity, equity and inclusion, preferably in higher education.

Demonstrated expertise in best practices in diversity, equity and inclusion.

Documented knowledge of laws, regulations, policies, and guidance relevant to diversity and equity in higher education, including Title IX, Affirmative Action/EEO, and ADA.

Proven ability to initiate and oversee major initiatives and programs in diversity, equity and inclusion.

Exemplary communication and interpersonal skills.

Strong leadership and management abilities, as well as conflict management and advocacy skills.

Ability to effectively handle information that is confidential and/or sensitive.

Demonstrated success in developing and delivering relevant professional development programs.

Possess an understanding of shared governance and the ability to function effectively in a collegial higher education environment.

Preferred Qualifications

Posting Details

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Posting Number	S082
Number of Vacancies	1
Full or Part-time	Full-Time
Appointment Type	Administrative
Anticipated Appointment Start Date	07/01/2018
Job Posting Date	11/03/2017
Apply By	12/29/2017
Job Posting Closed Date	
Open Until Filled	Yes

Special Instructions to Applicant Applicants should attach a cover letter addressing all qualifications, a current CV and contact information for three professional references. To be guaranteed consideration, applications must be received by Friday, December 29, 2017.

References will be contacted after candidates are contacted for initial interviews, and will be asked to provide a letter of reference.

We anticipate employment to begin by July 1, 2018.

This position is designated as Management Confidential and serves at the pleasure of the President. It is not eligible for permanent appointment, nor is it represented by a collective bargaining unit.

About SUNY Geneseo

SUNY Geneseo is highly selective and is consistently rated among the top public

universities in the north by U.S. News & World Report. Located in the national historic landmark village of Geneseo, the residential campus overlooks the picturesque Genesee Valley, just 30 miles south of the major metropolitan area of Rochester and 70 miles east of Buffalo. SUNY Geneseo is a member of the Council of Public Liberal Arts Colleges, a national alliance of leading liberal arts colleges in the public sector.
<http://www.geneseo.edu/>

Equal Employment Opportunity/Affirmative Action Employer

SUNY Geneseo is an Equal Opportunity/Affirmative Action employer, committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability or protected veteran status. For our full non-discrimination statement, see: <http://www.geneseo.edu/affirmativeaction>.

Background Investigation Statement All applicants are subject to drug and criminal background checks. See our full Background Investigation Statement at <http://www.geneseo.edu/hr/employment>.

Clery Statement

Applicants interested in positions may access the Annual Security Report(ASR) for the College at www.geneseo.edu/police. The ASR contains information on campus security policies and certain campus crime statistics. Crime statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Applicants may request a hard copy of the ASR by contacting the SUNY Geneseo University Police Department at 585-245-5651.

NY State Executive Order 161

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Job Duties/Responsibilities

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Job Duty/ Responsibility	Provide leadership of the recently formed Office of Diversity and Equity, supervising the Title IX Coordinator and the Affirmative Action Compliance Specialist.
Job Duty/ Responsibility	Work collaboratively with units across campus to implement best practices related to diversity, equity and inclusion, including those pertaining to recruitment and retention of personnel and students.
Job Duty/ Responsibility	Participate actively in the system-wide network of Chief Diversity Officers
Job Duty/ Responsibility	Ensure ongoing attentiveness to the College's value of inclusivity through active participation in campus initiatives and on shared governance entities, including the College's Strategic Planning Group and the President's Commission on Diversity & Community.
Job Duty/ Responsibility	Investigate and, as appropriate, respond to reports of bias-related incidents in collaboration with appropriate College officials.
Job Duty/ Responsibility	Function as the College's ADA Officer for employment matters and the campus liaison for Domestic Violence in the Workplace.

Job Duty/ Responsibility	Monitor campus climate and national trends relevant to diversity and provide responsive leadership.
Job Duty/ Responsibility	Prepare reports and narrative materials relevant to the campus' diversity, equity and inclusion activities.
Job Duty/ Responsibility	Serve as a subject matter expert and influence the development of campus policy and programming pertaining to diversity, equity and inclusion. As appropriate, contribute to the delivery of that programming, including cultural competency programs.
Job Duty/ Responsibility	Provide leadership for the implementation, assessment, and revision as needed of the College's Strategic Diversity Plan. Seek and pursue opportunities to expand the College's resources for initiatives consistent with that plan.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have an earned master's or doctoral degree from an accredited higher education institution?
 - o Yes
 - o No
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Applicant Documents

Required Documents

1. Cover Letter/Letter of Application
2. Curriculum Vitae

Optional Documents

None