



Diversity Specialist

Close: Thursday, April 19, 2018

(Job #17-105) Administrative Analyst/Specialist III-Exempt, Diversity Specialist, \$5,908-\$10,507/month. Appointments are typically made at the beginning of the salary range. This is a full time, 12-month, exempt position with a one-year probationary period reporting to the Executive Director of the Office of Diversity, Equity, and Inclusion (ODEI).

Position Summary: Under the direction of the Executive Director of ODEI, the Diversity Specialist is responsible for promoting an inclusive educational environment that is welcoming and supportive of students. The position is charged with the development, integration, coordination, and implementation of policies, practices, programs, and initiatives that contribute to building diverse and equitable community that enriches students' education and enhances their ability to participate in a rapidly evolving, multicultural world and enables HSU to recruit, retain, and support talented people from all backgrounds. The Diversity Specialist will identify, promote, and execute best practices for the recruitment and retention of diverse faculty and staff; work with academic and non-academic units to increase the enrollment and retention of diverse undergraduate, graduate, and professional students; coordinate activities that support the HSU's strategic goals for inclusion and access; establish systems of accountability throughout the University; and advocate for ownership of quantifiable progress at every level of leadership. The Diversity Specialist will assist in identifying issues related to campus culture and climate in an effort to enhance the educational experience of students and establish an inclusive welcoming environment for culturally diverse students, staff, and faculty. In an effort to bridge the community and campus, the Diversity Specialist will work with other campus members to develop partnerships and alliances with local organizations and groups enhancing capacity for policy and community-based strategies.

Duties: The following tasks are representative of the responsibilities of this position:

Assist the Director with ongoing processes of monitoring institution-wide diversity and equity-related data to promote student success.

- The incumbent will develop, implement, assess, and report findings on programs, services and initiatives designed to enhance the recruitment and retention of and climate for students, faculty, and staff from diverse and under-represented groups.
- The incumbent will collaborate closely with the CSU Graduate Initiative 2025 as part of the Strategic Plan to improve student success and close the URM graduation gap; specifically, Goal 1.5 (expand and support a diversified, globalized, and culturally expanded campus by increasing the enrollment of international and nonresident students) and Goal 2 (foster meaningful relationships across differences, including diverse cultural communities and competencies).
- The incumbent will gather, research, and analyze data for use in statistical calculations in collaboration with the Office of Institutional Effectiveness (OIE). This is also a key role within the university in terms of integration and transformation of data from major source systems into meaningful management information.
- The incumbent will direct, guide, and monitor the Rotating Scholar of Color; the Faculty and Staff of Color Collective, the ODEI Faculty and Staff Advisory Council; and the ODEI Student Advisory Council.

Under the guidance of the Director, assist in collaborations with University management and other relevant units to create, implement, and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff.

- Work with Center of Teaching and Learning (CTL) to develop and produce training and professional development initiatives on campus relative to diversity and equity—primarily for faculty and staff. This is part of the CSU Strategic Plan Objective 1.3A.6.
- Participate in and advise the University's recruitment and retention of underrepresented groups. Monitor, evaluate, and assess adequacy of diversity of candidates in the hiring and screening process. This is part of the CSU Strategic Plan Objectives 2.1A.1 through 2.1A.4.

Lead in the coordination of community-building efforts designed to support a welcoming and inclusive campus climate for all HSU faculty, staff, and students. Specific projects might include (but are not limited to):

- Promote HSU's commitment to a climate of equity and inclusion through interaction with individuals and agencies in the surrounding community including local businesses, city councils, community leaders from all ethno-cultural groups, civic and grass-root organizations, attorneys, political figures, and Federal, State and local government enforcing authorities. The Diversity Specialist will represent the college in regional and local associations, civic clubs, and ethnic and non-profit organizations' Boards. This is part of the CSU Strategic Plan Objectives 3.1 through 3.3.

Research, draft, and complete possible grant opportunities to support Diversity and Equity initiatives

- Respond to inquiries for grant opportunity information and assist with the application process.
- Draft and complete information relevant to grant applications.
- Work closely with Sponsored Programs Foundation (SPF) Office to determine eligibility for grants and awards, and develop proposals.

Coordinate and participate in additional special project and initiatives, as needed, to support the goals of the Office of Diversity, Equity, and Inclusion.

Minimum Qualifications: General knowledge and skills in developing and implementing policies, practices, programs, and initiatives that contribute to building diverse and equitable communities, with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree OR through a combination of education and work experience which provides the knowledge, skills, and abilities required for this position – primarily the ability to provide advanced-level functional expertise and leadership to a highly complex or critical program, specialty or organizational unit.

Preferred Qualifications

- Master's degree or Doctorate in the Social Sciences, Humanities, Education, or related field.
- Five years of experience designing and advancing equity and inclusion initiatives for students.
- Demonstrated multicultural competencies in working with diverse student populations (e.g., undocumented, immigrant, racial and ethnic, or low-income).
- Demonstrated experience with various phases of program planning, development, implementation, and assessment.
- Demonstrated experience working effectively with individuals and groups from a variety of cultures and backgrounds.

Desired Qualifications:

- Knowledge of higher education issues impacting undocumented students.
- Advanced skills in strategic planning and implementation.
- Advanced content expertise and knowledge of research findings/best practices related to retention and academic achievement of undocumented students.
- One to three years of experience in an administrative leadership role.
- Experience with staff management.
- Strong understanding of the services and resources available for undocumented students.
- Knowledge and experience researching, compiling, and analyzing data, and generating reports.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

- Experience in working with historically underrepresented and underserved communities, including mediating, managing, and resolving conflicts.
- Program skills in establishing and implementing short- and long-term program goals and objectives.
- Excellent project management, administrative, and organizational skills.
- Strong interpersonal skills, including excellent verbal and written communication skills.
- Direct experience working with faculty and staff.
- Familiarity with program quality assessment.

Application Procedure: Qualified candidates should electronically submit the following materials through Interfolio:

<http://apply.interfolio.com/46951>

- Letter of Interest
- [HSU Employment History Form](#)
- Resume or Curriculum Vitae
- Contact information for at least three professional references

If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you.

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, April 19, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (17-105) and applicant's last name in the subject line of the message.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1038

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: April 5, 2018

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.