

Job Level	Director of Diversity and Inclusion Programs	Project/Program Management Level I
Oversight Received	<ul style="list-style-type: none"> * Serve with the Director of Communications, Director of Technology, Associate Deans, and Department Heads as a key member of the Dean's leadership team. Determine, refine, implement and play a leadership role in advancing Warner College's strategic vision for diversity and inclusion. 	<ul style="list-style-type: none"> * Works with close oversight of project/program accomplishments
Problem Solving	<ul style="list-style-type: none"> * Develop, coordinate, implement and lead college-level initiatives related to diversity and inclusion. * Oversee and direct diversity and inclusion related events varying in scope from small targeted lunches and seminars managed independently to large workshops and symposia conducted in collaboration with CSU Events staff. * Refine, implement, and play a leadership role in advancing Warner College's strategic vision for diversity and inclusion. * Collaborate with the Office of Institutional Research in the collection and analysis of data concerning College climate and diversity and inclusion. 	<ul style="list-style-type: none"> * May provide recommendation on analysis, project identification, design, communication, and integration for program * Identifies and escalates potential project/program hurdles and pitfalls
Interaction/ Communication	<ul style="list-style-type: none"> * Advise the Dean and College Executive Committee on issues related to diversity and inclusion. * Facilitate meetings of the College Diversity and Inclusion Committee. * Collaborate with the College Recruitment and Engagement Coordinator and departmental Academic Success Coordinators to recruit students from under-represented groups into the College. * Building effective relationships and communication channels with students and student groups. * Serve as the College representative to the President's Council on Diversity and Inclusion, related University-level programs, and external groups. * Collaborate with the Vice President for Diversity office and with Student Affairs on University-level programs and initiatives. * Serve as advisor or co-advisor of student organizations, such as MANRRS. * Mentor students from underrepresented groups. * Present guest lectures in classes, training workshops, and informational sessions on diversity and inclusion. 	<ul style="list-style-type: none"> * Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * The Director of Diversity and Inclusion will advance the College's goals to enhance inclusive excellence and increase diversity in its programs. Increasing diversity and fostering an inclusive College culture and environment are among the College's five primary strategic goals and the College fully embraces CSU's Principles of Community. The successful candidate will play a key role in advancing the College's vision and strategic plan, implementing existing diversity and inclusion initiatives, and leading and shaping future initiatives and programs. 	<ul style="list-style-type: none"> * Impact of projects/programs is short term (within current year) duration * Program participation tends to be elective * Projects/programs may be sub-sets of larger institutional initiatives

Financial/ Budget
Responsibility

- * Independently identify new funding sources to advance diversity and inclusion.
- * Obtain extramural funding through preparation of grant proposals and other materials and working with potential donors for philanthropic contributions.
- * Manage diversity and inclusion budget and decide most appropriate ways to use funds to advance diversity and inclusion in the College. Initial annual budget will be modest (ca. \$50,000) but is anticipated to grow to \$100,000 to \$500,000 as extramural funds are generated.

- * Recommends and administers program budget
- * Program budget is small

People
Management

- * No oversight of state classified or administrative professional FTEs.

- * May have responsibility for up to two support staff FTEs