

Job Level	Assistant Director of Workplace Inclusion & Education	Professional Level III
Oversight Received	<ul style="list-style-type: none"> * The Assistant Director of Workplace Inclusion & Education works to foster a workplace environment that fulfills the goals and vision of the HDS mission statement: To create dynamic housing & dining experiences that enhance personal growth and global engagement focusing on fostering an environment for student success and staff development for both personal and professional growth in achieving an inclusive workplace. * The Assistant Director carries out the responsibilities under the supervision of the Director of Workplace Inclusion & Talent Management. 	<ul style="list-style-type: none"> • Works independently • May serve as a resource for other professionals
Problem Solving	<ul style="list-style-type: none"> * Provide input and leadership for Housing and Dining Services (HDS) Workplace Inclusion & Education in the development of goals and objectives for creating safe, caring and inclusive workplace. * Review, research, and evaluate as necessary, all aspects of program development related to diversity, inclusion and intercultural competence to ensure optimum understanding of student and professional staff needs, concerns, attitudes and develop, with appropriate staff assistance, policies, programs and procedures designed to address those needs. * Create and deliver intercultural training opportunities for HDS FTE, hourly and student staff. * Develops and identifies priorities for contribution to work unit annual learning goals strategic plan and annual report specific to workplace inclusion. * Serve as second level reviewer of bias related incidents, concerns & complaints including identifying and applying appropriate resolutions for international and intercultural competence situations and individuals. * Analyze and implementation of source data (i.e. Skyfactor, ACUHO-I, APPA, Quality of Work Life, and other association standards) to improve the workplace culture and environment to report to internal and external stakeholders. 	<ul style="list-style-type: none"> • Defines and solves advanced problems with non-standard solutions
Interaction/ Communication	<ul style="list-style-type: none"> * Develop and implement training workshops related to cross cultural communication and workplace inclusion. * Provide mentoring consultation to professional, graduate and undergraduate student staff in the area of diversity, inclusion, social justice and intercultural competence * Coordinate with multiple colleagues to resolve issues as they arise related to facilities, emergency response, or community concerns that span multiple departments including HDS Facilities, Communications & Sustainability, University Housing, Dining Services & campus partners. * Counsel, consult, and advise students on an individual and group basis as necessary, and refer when appropriate to proper resource agencies on campus * Represent workplace Inclusion & education on HDS Committees and assigned campus committees, to make recommendations and develop solutions to achieve goal of committee * Serve as an advisor for international student staff transition affinity group within HDS 	<ul style="list-style-type: none"> • Communication of complex concepts as a regular and primary requirement
University Impact	<ul style="list-style-type: none"> * The Assistant Director is responsible for the daily operations associated with HDS workplace inclusion and education including the following: Intercultural training of 450 full-time staff and approximately 1,700 hourly and student staff * Within HDS, Workplace Inclusion & Education provides training, on-going development, assessment initiatives and support to create quality environments for students and staff to fulfill the mission, vision and values. 	<ul style="list-style-type: none"> • Potential impact is across multiple departments or even University-wide

Typical Education

- * Master's Degree in Student Affairs in Higher Education or related field
- * 3 years of full time (Post-Master's) experience in Student Affairs

- Bachelor's degree or advanced degree