Assistant Campus Diversity Officer
Principal Administrative Analyst I, Grade L*
Office for Diversity, Equity, and Inclusion

Job #: 1304108
FULL/TIME
CAREER/ Two-year appointment, with possibility of extension

POSITION SUMMARY: (partial listing) The Office for Diversity, Equity, and Inclusion (ODEI) is a unit of the greater Chancellor’s Office and reports to the Associate Chancellor. ODEI advances the University’s teaching, research and service mission and commitment to excellence by working collaboratively throughout the institution to promote a campus climate that values diversity, equity and inclusion, and is free of bias and harassment. The Assistant Campus Diversity Officer (ACDO) reports to and works under the general supervision of the Associate Chancellor who also serves as the Campus Diversity Officer – Staff and Students and oversees ODEI. The ACDO advises and supports both the Campus Diversity Officer – Staff and Students and the Campus Diversity Officer – Faculty. The ACDO has primary responsibility for developing and implementing initiatives—including climate surveys and assessments and education, outreach, and training programs—designed to promote diversity and build an inclusive campus climate for undergraduate and graduate students, staff and academic employees. The ACDO plans, coordinates, and delivers diversity, inclusion and equal employment opportunity/affirmative action themed training. The ACDO must be able to assess needs and develop initiatives and training programs accordingly.

SPECIFIC RESPONSIBILITIES INCLUDE: (partial listing) Develops and implements campus initiatives that promote diversity and build an inclusive campus climate. (Such efforts touch all constituencies-students, staff and academic employees and the public.) Serves as Chancellor’s chief staff support to Chancellor’s Advisory Council on Campus Climate, Culture and Inclusion, staffs meetings of Divisional Diversity Coordinators and other meetings as assigned and appropriate. Serves as point of contact for UC systemwide requests and communications regarding diversity and inclusion-related topics. Serves as campus liaison and coordinator for systemwide and campus climate studies.

Develops, teaches, and/or coordinates diversity and inclusion education and training programs. Conducts ongoing evaluation of the effectiveness of education and training programs. Networks with campus departments, other UC campuses and UC Office of the President to coordinate and/or develop education opportunities. In addition to above duties is assigned special projects and is responsible for strategic collaborations, office communications and administrative duties as assigned.

Please see following page for requirements.
QUALIFICATIONS INCLUDE with or without accommodation: (partial listing)

**Required**

Strong and effective presentation and diversity training skills and ability to prepare, organize and present education programs to individuals and groups evidenced by related certification, educational and/or professional background.

Skill, cultural competency, and sensitivity to interact with diverse constituencies of various ethnic, social, cultural, economic and educational backgrounds. Ability to successfully and appropriately interact and collaborate with undergraduate and graduate students and the faculty.

Demonstrated ability to exercise independent judgment in the development, implementation and evaluation of education programs and initiatives which address the needs of a diverse population of students and academic and staff employees.

Political acumen and discretion.

Strong analytical, research and organizational skills. Ability to interpret policies and procedures.

Skill in writing concise, logical and grammatically correct analytical reports and correspondence to convey complex and sensitive issues.

Computer skills and knowledge appropriate to carry out duties of the position.

Time and project management skills

Undergraduate degree in related field or equivalent professional certification, experience and training.

**Preferred**

Recent completion of professional diversity certificate program or equivalent.

“Train the trainer” or other professional training certification.

Understanding of student development theory and practice, and familiarity with student diversity literature and best practices.

Graduate degree in related field.

Fluency in Spanish language or other language in addition to English.

The projected start date for this position is 7/1/2013. Please review full position description and requirements on the campus Jobs website. To apply: [http://jobs.ucsc.edu](http://jobs.ucsc.edu). Job #1304108. In order to receive full consideration, please apply by the Initial Review Date 3/18/2013. For more information contact: Ciel Benedetto, staff to search committee, (831) 459-3676, cbene@ucsc.edu

* Starting salary range: $70,000-$80,500.