

## Chief Diversity Officer

Salisbury University is seeking qualified applicants for the position of Chief Diversity Officer (CDO). The CDO will provide leadership across campus to conceptualize, define, cultivate and assess diversity and inclusion. The Chief of Diversity provides leadership to the Office of Diversity, serves as a resource to students, faculty and staff across campus dealing with issues of diversity, works with the President's Chief of Staff and others to implement the diversity goals of the strategic plan, and provides training to encourage faculty, staff and students to embrace diversity and prevent discriminatory practices.

**Primary Job Duties:** Develop and implement strategies, programs and services to support institutional diversity and inclusion initiatives, including but not limited to: increasing diverse faculty and professional staff on campus through recruitment and hiring process; developing annual EEO/AA plan and updating administration regularly with regard to goals and compliance; researching, identifying and scheduling effective training programs annually; providing staff support for committees dealing with diversity on campus; supporting initiatives to highlight diverse cultures and traditions. The CDO will assist with investigating and/or mediating diversity-related challenges and opportunities.

**Minimum Qualifications:** Master's degree in a related field, plus 5 years full-time professional experience with several years of progressive responsibility in the area of diversity, preferably in higher education.

**Required Knowledge/Skills/Abilities:** High energy, broad vision, understanding of concrete practices, precedents and EEO/AA regulations in addition to experience developing initiatives to foster a more diverse and inclusive campus community. A proven record of initiating effective programs and facilitating change, preferably in a higher education setting; and demonstrated ability to be proactive in areas of diversity and inclusion. Experience in investigating and mitigating charges of harassment and discrimination preferred. Excellent oral and written communication skills; exceptional customer service skills; analytical skills; attention to detail; ability to plan, organize, prioritize, multitask, demonstrate initiative, project a professional image, work independently or as part of a team, and maintain a high degree of confidentiality. Proficiency with Microsoft Office is required. Spanish speaking/written skills and working knowledge of PeopleSoft is desired.

This is a full-time exempt, state position with a full benefits package. Primary work schedule is Monday through Friday from 8:00 a.m. 5:00 p.m., with additional evening and weekend events participation. Salary will be commensurate with experience and qualifications.

*Applications will be accepted via Salisbury University's Online Employment Application System. Please visit our website <http://www.salisburv.edu/HR/Jobs/> to apply online. See the FAQs of the Online Employment Application System for more information and instructions.*

*To be considered an applicant, you must apply online and submit all of the following: A cover letter, resume, and the names and contact information of at least three (3) professional references. All documents that you wish to provide must be attached to your application in the Online Employment Application System. Please do not send any documents via E-mail.*

*Applications will be reviewed beginning October 10, 2011. The position will remain open until filled.*

Salisbury University has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer, providing equal employment and educational opportunities to all those qualified, without regard to race, color, religion, national origin, gender, age, marital status, disability, genetic information, or sexual orientation.