

JOB TITLE: Diversity and Inclusion Officer

COMPANY: Babson College

LOCATION: Babson Park, Massachusetts, United States, 02457

Job Description:

The Chief Diversity and Inclusion Officer is responsible for creating the vision and developing the overall diversity strategy based upon the college's strategic directions. They will provide guidance and counsel to the leadership of the three constituent groups of faculty, staff and students. By leveraging their diversity and inclusion knowledge and experiences they will recommend assessments, programs and structures that will enable the college to create and sustain a culture of inclusion and support for all members of the college's community. Through coalition building they will create internal and external partnerships which advance diversity and inclusion efforts. By utilizing exceptional communication and consultative skills they will both inform and engage key stakeholders. The ability to raise awareness and recommend approaches supporting the attainment of goals is fundamental to the success of this role.

Essential Responsibilities:

- Create the vision to develop the college's diversity and inclusion strategy, collaborate in the design of supporting initiatives and translate goals into innovative solutions.
- Develop mechanisms to analyze effectiveness of developed plans and activities, and make recommendations for increasing achievement as necessary.
- Provide strategic guidance in the design and execution of an appropriate governance structure.
- Collaborate with faculty, staff and students in developing best in class processes and programs.
- Work with faculty leadership as requested with a vision of the impact on the classroom experience and provide support and guidance in classroom explorations.
- Collaborate with departmental/division leadership in drafting strategies for increased recruitment, engagement and retention of faculty, staff and students.
- Partner with Human Resources leadership in documenting and interpreting employee trends and developing desired outcomes.
- Assess the college's environment and recommend mechanisms to address findings.
- Recommend knowledge acquisition initiatives to improve individual diversity and inclusion competence.
- Serves as the college's Title IX Officer responsible for education, receiving complaints, coordination of investigations and resolutions in addition to providing guidance and consultation to leadership.
- Define the college's external image and engage with the broader external community on diversity and inclusion activities.
- Continuously evaluate organizational policies and operations to ensure they are reflective of diversity and inclusion values.
- Work with internal staff in the identification and development of grant funding.
- Assumes additional responsibilities as required.

Supervises:
Administrative Support

Job Requirements:

Education Requirements:
Minimum Level of Education Required Master's Degree

Position Knowledge/Skills and Abilities Required:

- At least 15 years successful experience directing diversity and inclusion functions within a complex organization
- Demonstrated experience applying diversity and inclusion theories, principles and practices
- An understanding and ability to articulate the critical relevance of diversity and inclusion in higher education
- Ability to function as an organizational change agent seeking increased alignment with stated diversity and inclusion values
- Ability to set diversity vision and support the attainment of the diversity strategy as a fundamental component of the college's success
- Strong organizational skills with ability to successfully manage multiple projects simultaneously
- Superior leadership and coordination skills with the ability to engage others through a democratic process, while serving as key decision maker
- Ability to establish credibility and confidence with stakeholders
- Excellent internal coaching and consultation skills
- Exceptional collaboration skills, and the ability to be effective engaging with all levels within the college
- Excellent presentation skills
- Ability to work independently with minimal guidance and/or supervision
- Outstanding written and verbal communication skills

Additional Experience, Skills and Abilities:

- An ability to transfer a passion for education and learning into an entrepreneurial thought and action organization

Interested candidates should apply via our website <https://babson.peopleadmin.com>
Babson College is an Affirmative Action/Equal Opportunity employer committed to enhancing diversity across all levels of the College. Candidates who believe they can contribute to this goal are strongly encouraged to apply.

Apply Here: <http://www.Click2Apply.net/c3kc5g9>