Date Revised: JUNE 2021

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| Job Title**:** Associate Vice President for Mission and Institutional Diversity | **Classification Level: 12** |
| **Department:** Mission Integration and Student Life | |
| **Reports to:**  Vice President for Mission Integration and Student Life | |
| **Directly Supervises:** Multicultural & Inclusion Initiatives Coordinator | **FLSA Status:** Exempt, Full-time, 12 Months; year 1 – grant funded |

**PRIMARY PURPOSE OF THIS JOB:**

The Associate Vice President for Mission Integration and Institutional Diversity will assist the Vice President in broadening and strengthening mission development and in turn, strengthen the culture of Misericordia University consistent with Catholic values and the Mercy Tradition through the Charisms and Critical Concerns of the Sisters of Mercy. The position is a critical partner to the Vice President helping to advance Misericordia University’s desire to live out its mission through vision and strategy implementation of significant diversity, equity and inclusion initiatives. The Associate VP will collaborate with division directors, campus leaders, students, faculty, staff, and external constituencies to embed the critical concerns into all campus operations and provide leadership to cultivate pride in our Mercy heritage as a Mercy institution of higher education.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Assist the Vice President for Mission Integration and Student Life in planning and collaborating on matters related to mission-related activities and programs, such as the new employee mission orientations, Mercy Week planning, etc.
2. Supervise the Multicultural & Inclusion Initiatives Coordinator. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
3. Serve as the liaison for the university Environmental Sustainability Committee.
4. Collaborate with the VP for Mission Integration and Student Life to assess emergent needs, issues, and crises that arise; provide recommendations and lead decision-making with an exceptional level of emotional maturity and compassionate communication in line with the Mercy mission and core values.
5. Collaborate with the VP for Mission Integration and Student Life to develop opportunities to explore diversity, equity and inclusion in the context of our Catholic and Mercy Mission.
6. Oversee comprehensive diversity, equity and inclusion related matters and efforts for the University. This includes strategic, operational, and programmatic planning for diversity, equity and inclusion. Develop and implement short and long range goals and objectives for Mission Integration and Institutional Diversity in collaboration with respective VPs, directors and other constituencies. Monitor and evaluate programmatic and operational effectiveness. Conduct periodic evaluations of programs, service, procedures, and policies.
7. Responsible for development and oversight of departmental budgets.
8. Set clear expectations and metrics; provide appropriate support; and create opportunities to define,

assess and promote diversity, equity and inclusion in education, employment, student experiences and campus culture. Collaborate with Student Life, Faculty, and Human Resources in providing programming and diversity efforts for the student body; support the faculty to create and provide diversity related classroom activities and curriculum development; and work with President’s Cabinet and Human Resources on recruitment and hiring initiatives.

1. Build relationships with key constituents across the campus in ensuring commitment to our diversity, equity and inclusion initiatives.
2. Provide leadership and oversight of the University DEI Committee.
3. Serve as the university spokesperson for matters of diversity, equity and inclusion.
4. Responsible for providing regular diversity reports, metrics, and updates to the Cabinet.
5. Serve on various campus committees.
6. Develop and maintain positive working relationships and open communication with faculty, staff, students, and administrators. Work with deans, faculty, councils and committees, and other key stakeholders to advance diversity throughout the campus community.
7. Foster and maintain collaborative partnerships with external stakeholders, such as local and state legislatures, nonprofit organizations and community organizations.

**RELATED DUTIES:**

* Some evening and weekend work will be required.
* Travel will be required.
* Represent the University at special events, functions, or with partner organizations
* Uphold and promotes the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserve honesty and integrity in the professional affairs of the University; adhere to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* Master’s or other advanced degree from an accredited university

**Experience**

* Minimum of 5-7 years of Diversity experience and demonstrated expertise and track record of successfully developing, implementing and executing impactful diversity, equity, and inclusion programs.
* Extensive experience in organizational diversity strategy development designing and implementing effective multi-level diversity programs.
* A familiarity with Catholic social justice teaching and the critical concerns of the Sisters of Mercy.
* An ability to lead and influence at all levels of the organization through collaboration, managing change, and building consensus. An ability to think strategically, operate tactically and impact collaboratively, while working independently and as part of a team and interacting with a multi-cultural community.
* Direct work experience with issues of cultural differences, gender equity, religious tolerance, structural racism, ageism, gender identity and expression, ethnicity, sexual orientation and disability. Demonstrated sensitivity to these issues.

**Licenses/Certifications**

* None required

**Work-Related Knowledge**

* Active listener, transparent communicator with robust public relations skills, and the ability to reach all levels of the university.
* Demonstrated skills in program planning, project management, and budget development

**Problem-Solving/Decision-Making Skills**

* Identify problems, inform others, and provide information to assist in solving the problem.
* Identify problems, investigate root-cause, and make recommendations for solutions.
* Offer highest level of innovation and problem solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.

**Verbal Communication Skills**

* Use verbal skills to communicate with co-workers
* Use verbal skills to transfer information to groups
* Use verbal skills to transfer information to large groups and/or influence others.

**WrittenCommunication Skills**

* Complete and maintain documentation/records, to effectively convey ideas and information both in written and oral form.
* Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.
* Review and approve documentation, reports, and records as completed by subordinate staff.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios.
* Statistical inference, frequency distribution, trigonometry, calculus, algebra, validity, etc.
* Financial management, budgetary responsibility, forecasting/projections, etc.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet and email
* Spreadsheet Software
* Word processing Software

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Board of Trustees
* Customers of the organization
* Members of the general public
* Employees of peer organizations
* Vendors/suppliers/service providers

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* High Pressure for Results – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Relate to Others – Regular day-to-day contact with internal/external customers.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to sit * Repetitive finger movement * Ability to use both hands * Ability to communicate orally * Ability to hear conversation |  | * Ability to stand * Ability to walk * Ability to use both hands |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment.

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of personal protective equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: