



CALIFORNIA STATE UNIVERSITY  
FULLERTON



## ASSISTANT VICE PRESIDENT OF DIVERSITY, INCLUSION AND EQUITY

### JOB SUMMARY

California State University, Fullerton (CSUF) seeks an enthusiastic, socially conscious and innovative leader to serve as the Assistant Vice President of Diversity, Inclusion and Equity Programs. Reporting to the Vice President of Human Resources, Diversity and Inclusion, the incumbent will serve as the University's diversity strategist responsible for building consensus and effectuating cultural change to institutionalize the University's strategic goals, mission initiatives and best practices related to diversity, inclusion, and campus climate.

The Assistant Vice President of Diversity, Inclusion and Equity will work collaboratively with the President, Vice Presidents, Deans, campus constituents, University committees, faculty, staff, and external constituents to advance the institution's commitment to all aspects of global diversity that are essential to academic excellence. The Assistant Vice President will work closely with campus partners to champion diversity and inclusion best practices across the University with various stakeholders to advance institutional initiatives. This role requires the ability to be strategic, visionary, transformative, and tactical while delivering tangible results in the areas of diversity, equity, and civic engagement.

### RESPONSIBILITIES

The Assistant Vice President of Diversity, Inclusion and Equity will foster relationships with strategic partners across the University, leading to long-lasting collaborations focused on cooperative educational initiatives that support the University's key objectives. An important aspect of this role is the development and execution of diversity training, collaboration in the design of educational materials that enhance awareness of diversity and equity issues, and facilitation of initiatives designed to enhance the campus climate for faculty and staff of all backgrounds. California State University, Fullerton, believes faculty, staff and administrators play a major role in contributing to a diverse campus community. The Assistant Vice President will champion new ideas and insights to key leaders, provide

input and feedback on initiatives, and advocate for programs that promote community engagement across the University.

- Serves as a member of the division's senior leadership team.
- Manages and supervises a team of five direct reports.
- Serves as a strategic forward-thinking leader with the ability to create and cultivate a common vision of the institution's commitment to diversity, inclusion and equity that can be shared among faculty, staff, and administrators, as well as the University's external constituencies.
- The incumbent should possess the ability to develop and administer impactful faculty and staff diversity and inclusion programs. Expected to deeply engage the campus community to foster the conversation on diversity and inclusion encouraging a transformative atmosphere as well as collaboratively promote innovative strategies that lead to an enhanced and sustainable cultural competency as reflected within the University community and the institution's processes and policies.
- Serves as the ambassador and advocate for macro-level diversity issues affecting Cal State Fullerton, while also providing support and resources to inform and empower University stakeholders to advocate for diversity, inclusion and equity in their respective fields.
- The Vice President of Human Resources, Diversity and Inclusion and Assistant Vice President of Diversity and Inclusion will collaborate with and provide guidance to the Office of the Provost, the Council of Deans, and the Office of the Vice President of Student Affairs on matters of academic diversity related, but not limited to, faculty development programs, faculty search and appointment policies and procedures, faculty on-boarding considerations, and faculty support during the RTP process.
- Collaborates with the academic and administrative units in an effort to improve recruitment and retention of prospective faculty, and staff from underrepresented groups, provide pathways for advocacy on diversity issues, and enhance the overall campus climate.
- Develop clear pathways for affinity groups on issues of diversity and community engagement.

- Identifies the need, opportunity, and cost benefit of implementing diversity best practices in order to help the University achieve its strategic goals.
- Demonstrates excellent leadership skills with proven ability to work effectively across institutional and organizational lines to build consensus and forge strong collaborative relationships with a diverse array of campus constituencies in a complex, higher education environment in order to achieve diversity, inclusion, equity, and community engagement goals.
- The incumbent will oversee all mandated and university reports and data for employee diversity and inclusion practices as needed. Possess the ability to interpret the University's utilization data on the basis of gender and ethnicity (as compared national availability data by job group or academic discipline) for administrators and search committees. Consult with management and oversee the completion, dissemination and communication of data from the University's federally mandated annual Affirmative Action Report.

## REQUIRED QUALIFICATIONS

- A bachelor's degree from an accredited institution of higher education in Political Science, Sociology, Human Resource Management, or other related field.
- Demonstrated experience applying best practices to achieve faculty and staff diversity.
- Demonstrated experience conducting diversity and inclusion training for staff and faculty.

- Familiarity with national resources and tools used to achieve faculty and staff diversity.
- Knowledge of relevant federal laws and regulations pertaining to equal employment opportunity.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong interpersonal skills.
- Leadership skills and experience.
- Familiarity with shared governance in a higher education setting.
- Increasing responsible positions and with a minimum of 5 Years.

## PREFERRED QUALIFICATIONS

- Advanced degree from an accredited university (Ph.D., J.D., or an M.A. in Political Science, Sociology, Human Resource Management, or other related field).

## APPLICATION PROCESS:

A complete application will include a cover letter addressing the qualifications above, curriculum vitae, and the names, e-mail addresses, and phone numbers of five references. References will not be contacted without explicit permission from the candidate. Applications can be submitted in confidence at <http://hr.fullerton.edu/jobs/>. The position will remain open until filled; but, only those applications received by August 31, 2017 will be assured full consideration.

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

Cal State Fullerton, a leading institution of the 23-campus California State University system, enrolls more than 38,000 students and offers 109 degree programs. An intellectual and cultural center for Orange County, Cal State Fullerton is a primary driver of workforce and economic development throughout the region and a national model for supporting student success through innovative, high-impact educational and co-curricular experiences, including faculty-student collaborative research. The University embraces its rich diversity, recognizing that it both enhances the educational experience for students and uniquely prepares them to excel as emergent leaders in the global marketplace and in their communities.

Cal State Fullerton is recognized as a top public university in the West, in particular for its work in supporting underrepresented students in earning a college degree. For more about Cal State Fullerton, visit //Fullerton.edu.



HUMAN RESOURCES,  
DIVERSITY & INCLUSION