Job Vacancy Notice

Job Title: Chief Diversity Officer - CUNY Professional Schools (Law, Medical, Health, Journalism)
Job ID: 18922
Location: CUNY School of Law
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The City University of New York seeks an experienced professional to serve as Chief Diversity Officer (CDO) for four CUNY colleges/units in a shared consortia model. The four units include: CUNY Law; the CUNY School of Public Health; the CUNY School of Professional Studies and the School of Journalism Reporting to the President or Dean of each unit, the Chief Diversity Officer (CDO) is responsible for overseeing and managing all diversity and compliance activities in a manner conducive to each unit and that reflects the core components of the University's mission regarding diversity and inclusion.

The duties and responsibilities of the position will include but are not limited to the following:
- Manage the implementation of the City University of New York’s Affirmative Action Policy and is responsible for the Office of Diversity and Compliance, as well as the creation of diversity and compliance programs, training, and initiatives designed to foster a climate that encourages respect for diversity;
- Oversee search committees in the implementation of Affirmative Action program regulations, directs search committees regarding recruitment efforts for a diverse faculty and staff, interprets information on under-utilization for relevant constituencies, reviews recruitment documentation, and monitors employee recruitment and selection to ensure compliance with EEO/AAP policies and plan;
- Monitor the recruitment, appointment and retention processes for all faculty and staff positions in accordance with University Bylaws and federal and state laws pertaining to equal employment opportunity and affirmative action;
- Investigate discrimination complaints (including race, ethnicity, and gender) and ensures the College is in compliance with all laws, rules and regulations including but not limited to Title VII, ADA, Section 504 of the Rehabilitation Act, Title IV, and Title IX;
- Collaborate with key areas on campus in both diversity issues and complex faculty related issues and/or grievances;
- Counsel administration, faculty and staff regarding all compliance issues and foster the integration of best practices;
- Prepare internal and external reports regarding the College’s equal employment opportunity and affirmative action efforts and accomplishments including the federally mandated Affirmative Action Plan and Italian American Plan;
- Analyze Affirmative Action data, update the Affirmative Action Plan and the status of the EEO/AAP program at the end of each year, and provide recommendations for improvement.
- Serve as Title IX Coordinator, and Section 504/ADA Coordinator;
- Provide guidance to all units regarding the University’s Faculty and Staff Diversity Initiatives
- Serve as liaison to the CUNY Central Office and attend all University CDO meetings

Evening hours may be required.

QUALIFICATIONS

Bachelor's Degree and eight years' relevant experience required.

The preferred candidate should have:
- A minimum of eight (8) years of full-time progressively responsible experience in one or more of the following fields: equal opportunity investigation and compliance, human resources, labor relations, or personnel administration.
- JD or other advanced degree as well as experience working with faculty in a union environment in an academic setting preferred.
- Knowledge of and experience in complying with the requirements of relevant city, state and federal statutes related to disability and protected classes, including Title VII, Title IX, Section 504 of the Rehabilitation Act, and the American with Disabilities Act
- Relevant experience in a public sector or higher education institution, with knowledge of its structure, policies, and practices.
- Strong diplomatic, written and oral communication, customer-service and problem-solving skills.
- Experience organizing, analyzing and reporting on complex data.
- Demonstrated ability to interact with diverse groups of students, faculty, staff and executives
- Supervisory experience
- Technical and analytical skill set (website content management, PeopleSoft, Microsoft Excel and...
Technical and analytical skill set (website content management, PeopleSoft, Microsoft Excel and Access)

CUNY TITLE OVERVIEW

Oversees programs, activities, and initiatives designed to foster a climate that respects pluralism and diversity.

- Develops effective strategies to promote diversity in faculty and staff hiring and actively participates in building strong networks and recruitment sources
- Serves as a key recruiting team member, coordinating recruitment plans, advertising, and selection processes
- Implements the College’s Affirmative Action and Equal Opportunity policies and ensures compliance with relevant city, state, and federal statutes such as Title VII, Title IX, Section 504, and the Americans with Disabilities Act, responding to and conducting investigations of non-compliance complaints
- Collects and analyzes data for College and University reports
- Develops and presents training programs and disseminates information related to Diversity, EEO, and other compliance at the College
- Coordinates with University offices to assure consistency of University-wide policies
- Maintains current knowledge and materials related to laws, rules, regulations, and best practices for advancing EEO/Diversity
- Performs related duties as assigned.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Click on “Apply Now” below, which will bring you to the registration screen. If you are a new user, you must register to apply. If you already have a user ID, please use your existing ID to apply. Make sure to upload a cover letter, resume, and contact information for three (3) professional references (name, title, and organization) by the closing date. Please upload all documents in Word or PDF format.

CLOSING DATE

Resumes will be accepted until July 21, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.