

NOTE: APPLY FOR THIS POSITION THROUGH OREGON COAST COMMUNITY COLLEGE AT:

[Oregon Coast Community College - Job Opportunities \(paylocity.com\)](https://www.paylocity.com)

POSITION DESCRIPTION

Position Title: Equity & Inclusion Director

Classification: Administrator I

Salary/Grade: K2-4 \$46,887-\$48,781 annually

Percentage: 100%

Department/Unit: Student Affairs (OCCC)/Presidents Office (TBCC)

Status (exempt/non-exempt): Exempt

Reports to: VP Student Affairs (OCCC0/President (TBCC)

Annual/Academic year: Annual (2080 hrs)

Benefits and Insurances

- Employer premium support for Medical, Dental and Vision Insurance
- Optional employee paid insurance - life, AD&D, Short Term Disability
- Paid time off – vacation, personal hours, sick
- Paid holidays
- Oregon PERS retirement 6% IAP paid by College
- Tuition waivers

This position will remain open until filled, with a first review date of April 15, 2022.

POSITION SUMMARY

This position will support Oregon Coast Community College (OCCC), Small Business Development Center (SBDC) and Tillamook Bay Community College (TBCC) in their equity and inclusion efforts.

Time will be spent at both Colleges, OCCC being the employer of record.

The Equity & Inclusion Director will provide institutional leadership to both Colleges in the ongoing work of their equity plan, facilitate the Equity & Inclusion committee, pursue funding to support equity and inclusion efforts, building the diversity of staff and faculty through resource and opportunity development, coordinate staff cultural competency through ongoing training, and build relationships and maximize shared efforts with community stakeholders.

DUTIES & RESPONSIBILITIES

Coordinate College's equity plan

- Collaborate with a broad range of campus stakeholders to develop and implement the College's Equity Plan
- Establish institutional performance metrics to assess progress on the plan
- Coordinate the College's Equity & Inclusion Committee, ensuring equal weight is given to perspectives of staff, faculty and students
- Ensure compliance with HB2864 requirements around committee structure and reporting
- Participate in the rural consortium conducted by the HECC
- Actively pursue external funding opportunities to support College equity activities

Coordinate education opportunities for employees and students:

- Develop and maintain educational opportunities on equity, diversity, and inclusion for all staff
- Collaborate with Student Affairs/Student Services to provide equity programming for and with students
- Collaborate with the College leadership to provide faculty/staff development opportunities for adopting inclusive teaching/ practices
- Facilitate the implementation of the Equity Lens as a part of campus decision-making processes
- Integrate diversity, equity and inclusion programming into broader structures for welcoming and engaging all employees

Advise on building bridges with community stakeholders to support broad efforts around equity and inclusion:

- Provide a roadmap on effective collaboration with community groups to deliver community-based equity and inclusion related events
- Support/advise colleges on strategies to connect with community groups to capitalize on shared funding opportunities
- Build resources to sustain community collaborations

The list of essential functions is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

SUPERVISES THE FOLLOWING STAFF

This position does not supervise but may direct the work of student workers

EDUCATION & EXPERIENCE Minimum

Qualifications:

- Bachelor's degree or equivalent work experience
- Demonstrated ability to honor and work with all identities and individuals, particularly those who are underrepresented in the county (Lincoln and Tillamook) and/or at Oregon Coast Community College and Tillamook Bay Community College
- Commitment to advancing diversity, equity and inclusion

Preferred Qualifications:

- Experience developing and implementing educational and cultural programming
- Experience working in higher education; preferably community college
- Bi-lingual in Spanish

Knowledge, Skills, and Abilities Qualifications:

- Demonstrated ability to work collaboratively and collegially with a wide variety of diverse constituents across the College, and to successfully develop cultural fluency across a range of audiences of varying levels of understanding
- Evidence of sensitivity to and understanding of individuals from diverse backgrounds
- Ability to communicate sensitive information verbally and in writing to individuals at all levels
- Outstanding written and verbal communication skills with the ability to effectively convey complex information to a wide array of audiences
- Excellent problem-solving skills with an ability to manage multiple, competing priorities
- Commitment to promoting cultural competency and racial equity

WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, see and talk or hear.

The employee is often required to have mobility to move between offices, classrooms, and floors; use hands to finger, handle or operate computers, objects, tools or controls; and reach with hands and arms.

Light physical exertion with occasional, bending, stooping, pulling, and moderate lifting, employee must occasionally lift and/or move up to 25 pounds and have the ability to carry equipment and tools of moderate weight, using arms and hands.

Specific vision and hearing abilities required by this job include close vision and the ability to adjust focus, and complete and maintain various types of records. Ability to hear the conversational voice and effectively communicate responses.

Assignment will include presence at both Colleges and may include evening and weekend work.

Travel between College sites and other locations will be required. Occasional travel and overnight stays outside of Lincoln County may be required for training and other purposes.

Work occurs in an office environment with potential for interruptions and background noise.

The use of tobacco and smoke-emitting materials and devices including electronic cigarettes, is prohibited on all of the college's campuses, including OCCC's building exteriors and parking lots.

Oregon Coast Community College is an equal opportunity educator and employer.

We strive to recruit, develop, and retain the most talented people from a diverse candidate pool, and we encourage applications from persons with varied backgrounds and perspectives.

In support of Oregon Veterans Preference in Public Employment, we encourage veterans and veterans with disabilities to explore employment opportunities at Oregon Coast Community College.

All positions at Oregon Coast Community College are required to be available for work onsite as requested by the college. Employees must maintain Oregon residency as a condition of employment.

Federal law prohibits the College from employing an individual who has not provided documentation for verification by the third day of employment.

Contact Human Resources if you need assistance and/or an accommodation to aid your participation in our hiring process. If you have questions regarding this, please contact Human Resources at 541-867-8515.

- **Notice of Affirmative Action Policy-** It is the policy of Oregon Coast Community College not to discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, national origin, age, disability, veteran status, or family relationship (ORS 659.340), in admission and access to, or treatment in, employment, educational programs, or activity as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, Americans with Disabilities Act, the Civil Rights Act of 1991, and their implementing regulations.