



Opportunity: Inclusive Education & Strategic Initiatives at the University of Iowa

POSITION OVERVIEW

Department: Inclusive Education & Strategic Initiatives , Office of the Provost		
University Classification: Program Director	UI Job Code: PAD3	Pay Level: 6A
Working Title: Director, Inclusive Education & Strategic Initiatives		
Percent Time: 100% (40hrs/wk.)	Position Type: Regular P&S, Ongoing	
Administrative Supervisor: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (may supervise students)	Reports to: Associate Vice President for Diversity, Equity, and Inclusion	
Compensation: \$80,000-\$95,000 anticipated hiring annual salary range; Competitive benefits		

POSITION SUMMARY

Lead the development, implementation, administration, and activities of the Inclusive Education and Strategic Initiatives. The IESI provides consultation, resource, and skill-building opportunities for the University of Iowa faculty, staff, students, and guests in order to foster an inclusive, respectful, and equitable university community. This position serves on the leadership team within the Division of DEI and will oversee staff who are responsible for the design, plan, promotion, facilitation, integration, and evaluation of the educational programs, events, and/or services of substantial complexity and impact, both on and/or off campus, to ensure civil dialogue, mutual respect, and freedom of expression is understood and integrated appropriately into the university community; and effectively organizes and facilitates processes and functions to ensure the success of programs and/or services.

There is an expectation that the person in this position will maintain effective, civil, and respectful working relationships with the University of Iowa campus community and uphold a high standard of cultural competency and respect for difference that represents the commitment diversity, equity, and inclusion.

Occasional evening and weekend activities are required.

This position reports to the Associate Vice President for Diversity, Equity, and Inclusion.

WHAT YOU DO

Operational and Financial Management: *Plan and direct the administrative and operational activities of a program or service in order to reach comprehensive goals. Advise and make recommendations on program goals and internal and external trends. Responsible for financial oversight of program or service.*

- Directs the administrative and operational activities of educational programs (such as Building University of Iowa Leadership for Diversity; LGBTQ SafeZone; Cup o’ Justice, Women’s Leadership Initiative, Culturally Intelligent Leadership, and National Coalition Building Institute), events, and/or services to reach comprehensive goals.
- Advise and make recommendations on program goals and internal and external trends.
- Responsible for financial oversight of department, including budget development.
- Establish and manage a faculty oversight committee that serves as an advisory board to IESI for the purpose of creating educational opportunities and programs.
- Establish and manage student focused educational program similar to UI Build with a focus of free expression and civil dialogue with the support of the Division of Student Life and the Office for Teaching and Learning.
- Collaborate with the Director for Engagement and Analytics to ensure educational programs and activities are data driven and meeting the immediate needs of campus stakeholders, including working directly with faculty across the University.

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Strategic Planning: *Propose, plan and develop new initiatives. Formulate goals and strategic plans. Develop, implement, evaluate and direct the organization's strategic vision and plan for multiple units or departments or a highly complex college or division.*

- Ensure programs and initiatives align with the University strategic plan.
- Work with the AVP-DEI on creating yearly goals that meet the needs of the Division of DEI, and campus.
- Use data to develop, implement, and evaluate programs that meet goals and strategies within the UI strategic plan.
- Create a 5-year strategy plan to develop programs and trainings that meet the needs external stakeholders with the goal of revenue generation for the division.

Communication and Outreach: *Represent the University on various internal and external committees, commissions, agencies, seminars and/or associations. Serve as liaison to establish communication for planning purposes with related organizational units in order to meet operational goals*

- Work with the Director of Communications in the Division of DEI for preparation of press release materials, diversity related articles, posters, newsletters, grant applications, and presentations for meetings and/or conferences.
- Identify and bring forward areas of concern from campus groups to the Division of DEI leadership team
- Partner with the Director for Engagement and Analytics to review data that assesses campus climate/culture and make recommendations to AVP for DEI.
- Work directly with faculty across the University of Iowa on educational initiatives.

Compliance: *Direct program activities so University of Iowa policies, procedures, practices and programs are in compliance with federal, state and local legal/regulatory standards.*

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Quality Improvement: *Manage program change in accordance with change management plan to control scope, cost and contracts. Audit results in order to align the program/project outcomes with stakeholder expectations and standards.*

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- Audit results in order to align the program outcomes with stakeholder expectations and standards.
- Recommend areas where new programs and/or services might be needed.

Leadership/Supervision: *Hold leaders accountable for high performance and high engagement culture by articulating expectations, monitoring performance and providing feedback consistently across areas of responsibility.*

- Provide administrative supervision to staff, student workers, and/or volunteers.
- Hold staff accountable for high performance and high engagement culture by articulating expectations, monitoring performance and providing feedback consistently across areas of responsibility.
- Provide immediate feedback to supervisor on any issues.
- Serve as a member of the leadership team within the Division of DEI.

HOW YOU DO YOUR JOB (learn more about competencies and proficiency levels [here](#))

Operational Functions – Proficiency: *EXPERT/LEADER*

Knowledge of major functional processes and associated operating requirements; ability to apply this knowledge appropriately to diverse situations.

What this looks like:

- Consults with and advises all major functions.
- Compares organization's operating functions versus those of the industry.

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- Coaches others to consider all major operational functions and cross-functional issues.
- Educates others in operational strategies and the support needed for them.
- Monitors industry trends, key players, and major competitors.
- Draws attention to the evolution and impact of technology, present and future.

Planning: Tactical, Strategic – Proficiency: *EXPERT/LEADER*

Ability to contribute to operational (short term), tactical (1-2 years) and strategic (3-5 years) planning in support of the overall business plan.

What this looks like:

- Contributes to the overall strategic business goals and plans of the organization.
- Creates and implements a strategy for supporting current and future business needs.
- Directs the development, maintenance, and communication of own function's strategic plan.
- Reviews and consults on the final strategic plan in collaboration with the business units.
- Develops long-term strategies to deliver services that keep pace with technology trends.
- Monitors industry for innovations in planning processes.

Process Management - Proficiency: *EXTENSIVE*

Knowledge of business process improvement tools and techniques and ability to understand, monitor, update, or enhance existing business or work processes.

What this looks like:

- Demonstrates a thorough understanding of a major process flow, its components and issues.
- Helps others learn the tools and techniques for process value analysis.
- Makes the business case for new processes, including their cost-benefit ratios.
- Carries out process evaluation, diagnosis, and optimization.
- Synchronizes the efforts of, and resource requirements for, several teams within a process.
- Possesses knowledge of tools and techniques for designing and implementing new processes.

Promotion – Proficiency: *EXTENSIVE*

Knowledge of organizational strategies and operations for promoting and publicizing products and services in the marketplace; ability to develop and implement these strategies and operations.

What this looks like:

- Coaches others on different methods or techniques of promotional campaigns.
- Monitors effectiveness of promotional campaigns; recommends improvements.
- Establishes a community name and presence according to the status of promotional activities.
- Develops multiple promotional campaigns to attain marketing objectives.
- Develops co-promotion strategies and negotiates with co-promoters.
- Develops standard processes to maximize the efficiency of promotional events.

UNIVERSITY EXPECTATIONS (see definitions and proficiency levels [here](#))

Collaboration/Positive Impact - Proficiency: *EXPERT/LEADER*

What this looks like:

- Creates and champions initiatives that foster respectful communication, learning and a spirit of cooperation.
- Regularly shares information and effectively influences to gain common commitment in achieving objectives.

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- Shapes unit/department, college/division, or university governance so as to reinforce collaboration, accountability, and responsibility.
- Promotes a climate that recognizes, celebrates, and rewards collaboration.
- Works to create a climate that values and rewards initiative, excellence, continual learning, and achievement of results.
- Deals effectively with ambiguity and change; coaches others in behaviors and prepares others through development for ongoing effectiveness.

Diversity, Equity and Inclusion – Proficiency: *EXPERT/LEADER*

What this looks like:

- Articulates the importance of diversity, equity & inclusion to UI's mission to multiple internal and external constituencies.
- Uses data to identify inequitable policies and practices in their unit and implements continuous improvement strategies to ensure more equitable outcomes.
- Coaches/teaches others to develop diverse, equitable and inclusive environments, including supporting unit understanding of impact strategies to address institutional racism, sexism and other biases
- Operationalizes diversity-, inclusive-, and equity-mindedness in unit strategic planning.
- Promotes a collaborative workplace climate that recognizes, celebrates, and rewards diversity, equity & inclusion.
- Recognizes and addresses incidents of explicit and implicit bias, including one's own; holds people accountable for problematic behavior.

Service Excellence/Customer Service – Proficiency: *EXPERT/LEADER*

What this looks like:

- Effectively uses a broad range of methods in communicating complex ideas to diverse populations.
- Monitors profession/field/discipline for trends and implements innovative solutions to enhance service.
- Builds successful track record of superior personal and organizational service delivery in diverse environments.
- Promotes excellence achieved through reports or other media for distribution to internal and/or external constituents and the professional community.

QUALIFICATIONS YOU BRING

Required:

- A master's degree from an accredited college or university; or an equivalent combination of education and experience
- A minimum of 5 years of experience in implementing cultural programs in complex organizations
- 1-3 years of supervisory experience
- Experience facilitating, teaching, and creating educational content
- Demonstrated **WORKING experience** in the following;
 - promoting an inclusive environment and interacting effectively with colleagues from various backgrounds, including but not limited to social, cultural, racial, and economic backgrounds
 - presenting information with the appropriate degree of formality; knowledge of effective presentation tools and techniques
 - developing and operating a program, initiative, and/or service by developing, promoting, and implementing the specific goals and objectives of the program, initiative, and/or service
 - facilitating diversity, equity, and inclusion-related discussions aimed at collegiate faculty, staff, and/or student populations; Knowledge of topics and/or concerns in the work environment and the higher education setting for staff and students from traditionally marginalized communities (e.g. underrepresented minorities, LGBTQ, veterans, and individuals with disabilities)
- Demonstrated **EXTENSIVE experience** in the following:

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- understanding and applying effective written and verbal communications concepts, tools, and techniques
- time management and administrative organizational skills
- Demonstrated proficiency in computer software applications including word processing, spreadsheet applications, database and presentation

Desired:

- Experience working directly with university faculty
- **WORKING experience** in the following
 - coaching and/or consulting with individuals or organizations by analyzing situations fully and accurately to reach productive decisions and recommendations
 - measuring the quality and quantity of work effort for the purpose of improvement through assessment and feedback tools
 - with organizational strategies and operations for promoting and publicizing programs, products and services on and off campus; developing and implementing these strategies and operations.

ABOUT THE DEPARTMENT

Through our core values, the University of Iowa strives to foster an environment in which there is a robust exchange of ideas. All members of our community should feel respected in their pursuit of excellence. The Division of Diversity, Equity, and Inclusion operates as a driving force, guide, and catalyst for these change efforts by shifting campus culture to more inclusive, welcoming diversity, breaking down barriers to increase dialogue across differences, and affirming all identities.

Inclusive Education and Strategic Initiatives contribute to fulfilling our central and departmental diversity, equity, and inclusion mission and vision. We strive to connect, empower, and transform all who engage with our office. We do so through our programming, intentional campus partnerships, coaching, consulting, and resource creation to meet the more significant needs of the university.