Type: New

Date: July 15, 2013
Name: Margi Lockhart
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Position Number: 00039821
Position Title: Director of Student Diversity and Inclusion
Department Name: School of Public Health-Bloomington

Department ID: BL-HPER

Incumbent's Name: Vacant

Supervisor's Name: John Schrader

Supervisor's Title: Assistant Dean for Student Academic Affairs

A. Primary Role: The Director of Student Diversity and Inclusion provides leadership to the school on recruitment, retention, outreach and success of under-represented groups. Under-represented groups include first generation, low income and diverse students including new applicants, matriculating students and alumni. Responsibilities include identifying under-represented students using a variety of contact points, establishing effective communications to these students, and developing programs and communications that promote the School of Public Health as a viable opportunity for students seeking undergraduate degrees. This position serves as the school’s liaison to the university’s Office of Admissions and participates in other campus committees to assist the students and ensure their success.

B. Primary Duties and Responsibilities:

65% Develop, implement, and evaluate initiatives and models designed to facilitate the school’s attainment of goals and objectives related to student diversity and inclusion; including but not limited to:

- Engage in ongoing effort to support and deliver recruitment, retention, and outreach research, and develop new outreach, business, and educational opportunities
- Direct and develop the budget in consultation with the Assistant Dean for Student Services
- Coordinate efforts to facilitate student engagement with department, school, campus, and university level initiatives that provide support for diverse students

Coordinate activities designed to ensure compliance with accreditation standards and reporting for the school and within departments.

Serve as dean’s liaison to the SPH-B Committee on Student Affairs. Serve as liaison to the SPH-B Office of Global and Community Health Partnerships to facilitate student engagement in diversity-related initiatives and partnerships. Serve as dean’s liaison to campus and university offices and other entities that collectively represent the needs of a diverse student body. Serve on campus committees addressing diversity and inclusion along with multi-cultural and understanding efforts.
Train, supervise and assign the work of two graduate assistants consistent with the school’s initiatives for diversity and inclusion.

30% Serve as the SPH-B liaison to the IUB Office of Admissions:
- Attend meetings held by the IUB Office of Admissions. Coordinate the school's involvement in all IUB Office of Admissions special and regularly scheduled events including but not limited to Red Carpet Days, Experience IU, Academic Achievers, and informational sessions for non-admitted students.
- Coordinate marketing and communication efforts with SPH-B Office of Development and Communications regarding promotional materials shared with the office of Admissions. Participate in the development of new promotional materials.
- Respond to inquiries from students and parents about SPH-B programs

5% Other duties as assigned

C. Qualifications
 Minimum Education: Bachelor’s degree required in leadership development, student personnel or closely related field. Master’s degree preferred.

Minimum Experience: 2 years of student program management or in a student services area. 3 – 4 years of experience preferred

Required knowledge, skills, and abilities: Strong background in higher education, preferably in a leadership role; demonstrated ability to work collaboratively with faculty leadership; successful record with supervision of others; demonstrated ability to work collaboratively to develop and implement innovative approaches; effective administrative skills and experience; effective interpersonal skills and communication skills; experience facilitating varying constituencies and task oriented work groups/teams; knowledge and/or experience with school and university policies; must be able to multi-task and prioritize requests; must work well in high stress environment.

Equipment utilized: Ordinary office equipment, computer, equipment typically used for presentations.

D. Level of Decision Making:
Incumbent must be able to work independently, under limited supervision, use discretion and independent judgment in a fast paced environment while providing complex solutions. Advanced consensus building skills required to facilitate collaboration and cooperation.

E. Scope and Impact:
The scope of decision making associated with this position is limited to diversity initiatives, with special emphasis on the development and implementation of diversity programs targeting recruitment, retention, and outreach to internal and external constituencies and student organizations.

F. Direction Provided to Others:
1 = Provide direction and guidance on day-to-day work and may have a lead role
2 = Interview, select and train
3 = Ability to hire and involuntary terminate
4 = Set and adjust rates of pay and work hours
2 graduate assistants  1, 2

G. Physical Requirements: Physical activity includes computer work, numerous meetings on campus requiring walking, attending special orientation meetings for new students, and speaking engagements. Position may require some travel. Office is located on the second floor only accessible by stairs.

Intense multi-tasking is required for this position. With demands of peer employees, administration, faculty, and students, this person must have the ability to concentrate and focus at all times.

H. Comparable Positions:

I. Approval and Acknowledgement:
This section must contain the signatures of the immediate supervisor, next level manager, and the employee. The supervisor and manager’s signatures verify the information contained in this document accurately represents the responsibilities assigned to the position.

Immediate Supervisor:
I acknowledge that the information in this document is accurate.

Signature:
Date:

Next Level Manager:
I acknowledge that the information in this document is accurate.

Signature: Kathleen Gilbert
Date:08/21/2013

Employee:
I acknowledge that I have been provided the above information.

Signature:
Date:

The statements contained in this document reflect general details as necessary to describe the principal functions assigned to this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Other duties
and responsibilities may be assigned, including work in other functional areas, to cover absences, equalize peak work periods, or otherwise to balance the workload.