General Duties

As Director of the Office of Equity, Diversity and Inclusion (OEDI) for the University of Wisconsin Colleges and University of Wisconsin – Extension, the Assistant Vice Chancellor provides creative leadership to enable the institutions to become more diverse and inclusive in their workforces, learning environments, programs, services and partnerships. The Director is responsible for providing oversight and coordination for Affirmative Action and Equal Employment Opportunity programs and compliance with federal and state laws. Working with individuals at all levels of the institutions, the Director supports the development, delivery, and communication of curricula and programs that address the interests and needs of all Wisconsin residents. The Director of the Office of Equity, Diversity and Inclusion reports directly to the Chancellor of the University of Wisconsin Colleges and the University of Wisconsin - Extension.

Primary Responsibilities

Compliance and Reporting

- Provide leadership and oversight to ensure compliance with the institutions’ federal, state and local compliance obligations, including Affirmative Action/Equal Employment Opportunity and Americans with Disabilities statutes and regulations.

- Ensure timely completion of all required institutional reporting, including the institutions’ affirmative action plans. Monitor and communicate results on current status and updates as appropriate.

- Track equal employment opportunity and sexual harassment programs and processes to ensure timeliness and compliance.

- Recommend policy and procedural changes as appropriate.

Complaint Resolution

- Collaborate with institutional administrators, human resources professionals and OEDI staff to develop a process to address issues of workplace equity or perceptions of inequity. Provide referrals as needed.

- Encourage, coordinate and/or facilitate informal complaint resolution by providing resources, advice, counsel, coaching and/or mediation as appropriate.

- Ensure investigation and resolution of sexual harassment and discrimination complaints. Consult with legal staff as appropriate.

- Develop, and communicate institutional responses to complaints. Provide advice and counsel to the Chancellor, Provosts, and administrative leadership regarding processes and resolutions.
Data Collection and Analysis

- Collaborate with human resources and OEDI staff to collect, analyze and disseminate data that provide information useful to support and enhance equity, diversity and inclusion initiatives.

- Provide leadership for collaboration with human resources staff to maintain applicant tracking capabilities and activities that enable collection, analysis and dissemination of data that contribute to the improvement of recruitment and selection processes.

Diversity, Inclusion and Multiculturalism

- Serve as a creative resource and consultant throughout the institutions at all levels for equity, diversity and inclusion initiatives and activities.

- Provide leadership for and coordinate the development of an institutional strategic diversity plan. Provide follow-up and model accountability.

- Serve as liaison to state and University of Wisconsin System efforts related to promoting equity, diversity and inclusion.

- Develop working relationships with diverse and minority groups in the state to achieve objectives of mutual interest.

- Work with equity, diversity and inclusion related advisory and action committees on strategies that promote the institutions as places of inclusion, equity and multiculturalism.

- Conduct research on employment trends, human resource planning strategies, and diversity in learning environments. Prepare recommendations for improvement in employment practices and learning environments.

Recruitment and Selection Processes

- Collaborate with human resources professionals and OEDI staff to ensure search and screen committees receive appropriate training and support and that screening procedures used are legal and effective.

- Collaborate with and provide technical assistance to appointing authorities and human resources staff at all levels of the institutions to support innovative strategies to successfully recruit, employ and retain a workforce reflective of changing state and national demographics.

- Coordinate an effective process for the timely review of position descriptions and recruitment plans.
Training and Professional Development

- Ensure the development and delivery of training programs and professional development opportunities that address diversity, inclusion, equal employment opportunity, affirmative action, and compliance issues in ways that meet the needs of employees, administrators, students and partners.

- Provide leadership for the work of the multicultural awareness training team as it designs and delivers educational programs related to multicultural awareness, change readiness, understanding diversity, and managing an increasingly diverse workforce.

- Participate in and contribute to other institutional educational and assessment initiatives including inclusive excellence, equity scorecard and climate studies.

Fostering an Equitable Workplace Environment

- Serve as a first point of contact for colleagues who have concerns and who need assistance in resolving inequitable workplace issues. Provide referrals as needed.

- Conduct research on employment trends, human resource planning strategies, and recommend future courses of action that support workforce equity and diversity.

- Provide leadership for an exit interview process and conduct interviews when requested. Prepare recommendations for improvement in employment practices and the workplace based on results of interviews.

Coordination and Supervision

- Provide coordination, oversight and supervision for Office of Equity, Diversity and Inclusion staff. The unit’s personnel consist of the assistant vice chancellor, two AA/EEO compliance specialists, a professional development coordinator, an instructional design/web specialist, and an administrative support specialist.

Position Requirements

- Master’s degree from an accredited institution, preferably in behavioral sciences, human resources management, communication, human relations, education, or other relevant discipline.

- Five years relevant professional work experience, including supervisory experience.

Qualifications

- Demonstrated knowledge of affirmative action, equal employment opportunity, compliance and anti-discrimination laws and regulations.

- Experience investigating complaints and facilitating conflict resolution through counsel, coaching and mediation.
• Excellent command of contemporary equity, diversity, inclusion and multiculturalism concepts and issues, especially as they apply to higher education (e.g., recruitment and retention, access and equity, diversity in curriculum, the educational impact of diversity, policy and legal dynamics of diversity, etc.).

• Demonstrated leadership and experience in advancing equity, diversity, inclusion and multiculturalism within a complex organization.

• Demonstrated understanding of the elements and dynamics of organizational change. Experience leading or participating in significant organizational change.

• Demonstrated success in developing educational programming with and for diverse audiences. Knowledge of adult education practices and evaluation.

• Formal coursework or training in multiculturalism, intercultural communications or related topics.

• Ability to research, identify and implement best practices of equity, diversity and inclusion.

• Excellent communications skills, interpersonal skills and emotional intelligence. Demonstrated ability to cross organizational and cultural boundaries with ease, adapting language and style to the context both in person and at a distance.

• Demonstrated judgment, analysis and decision-making skills.

• Experience leading a team of professional staff, serving as an internal resource and consultant, and working collaboratively with a wide array of stakeholders in a politically sensitive context often complicated by the presence of competing perspectives or interests.

• Computer and educational technology skills

Desirable Qualifications

• Professional work experience in higher education.

• Experience with distance education.

• Ph.D. or other terminal degree
About the University of Wisconsin Colleges and the University of Wisconsin-Extension

The University of Wisconsin Colleges and the University of Wisconsin-Extension are two of the fifteen institutions in the University of Wisconsin System. They are led by one Chancellor and one central administration, and their shared vision is to provide maximum access to the University of Wisconsin educational resources and research for the benefit of Wisconsin’s residents. See http://uwex.uwc.edu/

See the following links for information about
University of Wisconsin Colleges: http://www.uwc.edu/
University of Wisconsin – Extension: http://www.uwex.edu/

For information on current equity, diversity and inclusion initiatives see the following:
http://inclusion.uwex.uwc.edu/

Title, Salary and Benefits

The official title of this position is Assistant Vice Chancellor. The working title of this position is Director, Office of Equity, Diversity and Inclusion. This position provides a highly competitive salary, dependent on qualifications and experience.

Excellent benefits include participation in the Wisconsin Retirement System; life, medical and hospitalization insurance; vacation and sick leave. For more detailed information on benefits, see http://www.uwsa.edu/hr/benefits/uben.pdf

Location

This position is headquartered in Madison, Wisconsin. Statewide travel is necessary. For more information about Madison, see www.ci.madison.wi.us. For more information about Wisconsin, see www.wisconsin.gov.

Application Procedure

The position is open until filled. However, in order to ensure full consideration applications must be received by June 30, 2013. A complete application will include the following:

1. A letter of candidacy detailing how your qualifications and experience relate to the responsibilities and qualifications for this position.
2. A separate statement of your philosophy of diversity and inclusion which includes an explanation of how you came to dedicate yourself to this line of work. Please limit this statement to no more than one page.
3. Your professional resume.
4. The names, addresses and telephone numbers of at least five references who can attest to your professional capabilities. Please describe your relationship with each reference.
5. A written statement of whether you wish to have your application held in confidence. (Wisconsin’s open records law requires us to provide, upon request, a list of all applicants who have not requested in writing that their identities remain confidential. However, the names and titles of all finalists for the position must be disclosed upon request.)
Electronic submission is strongly encouraged (PDF preferred). Send materials to angela.schultz@uwex.edu

Or mail to: OEDI Search and Screen Committee
432 N. Lake Street, Room 201
Madison, Wisconsin 53706

Please direct questions, requests for information and written nominations to

Angela Schultz, Office of Human Resources
Telephone: (608) 262-9475; Email: angela.schultz@uwex.edu

The University of Wisconsin Colleges and the University of Wisconsin-Extension are Equal Opportunity/Affirmative Action employers that actively seek and encourage applications from women, minorities and persons with disabilities.

A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record. Convictions and pending charges will be considered only if they are substantially related to the circumstances of this position.

Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.