



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Director, Diversity, Equity and Inclusion
<b>POSITION NO.</b>	501476
<b>LOCATION</b>	Warwick Campus
<b>REPORTS TO</b>	Vice President, Institutional Equity Human Resources and Organizational Development
<b>GRADE</b>	CPA 15
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Manager, Diversity, Equity and Inclusion
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	5/2024

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**JOB SUMMARY:**

Through multiple initiatives, the Division of Institutional Equity, Human Resources and Organizational Development (IEHROD) provides leadership and enthusiastic support for the creation and maintenance of a diverse and inclusive CCRI culture. With expertise in employee engagement and organizational design, IEHROD provides guidance and programming to maximize employee and organizational performance. The Director, Diversity, Equity and Inclusion (“Director, DEI”) exists to lead efforts to create a diverse, equitable and inclusive institution. The incumbent will oversee initiatives designed to dismantle systemic barriers to equity and to create a culture that promotes inclusion and employee engagement.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI’s Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Champion diversity, equity and inclusion (“DEI”), carrying forward College-wide initiatives and communicating the value and importance of DEI
- Work collaboratively with others in a diverse and inclusive environment.
- Collaborate on campaigns to drive the importance of DEI at CCRI

**Leadership**

- Offer DEI vision and design DEI strategy for the College
- Consult to managers and leaders to address DEI challenges while modeling DEI commitment and leadership
- As a thought leader, advise on HR trends, DEI developments, best practices and operating guidelines

**Strategic Planning and Program Management**

- Plan and implement strategies designed to increase employee engagement and enhance employees’ sense of belonging
- Provide direction for a wide range of programs and initiatives related to DEI at CCRI
- Design and implement various initiatives, action plans, programs and training, including e-learning, virtual learning, site-based training, assessments and other solutions
- Identify and communicate challenges as they relate to the organization’s DEI, leadership and people goals and continually take steps to improve employee experience

**Data-informed Analysis and Decision-making**

- Research and analyze data regarding organizational performance, DEI metrics and employee effectiveness, identifying gaps and appropriate interventions
- Conduct relevant surveys and identify ways to enhance efficiency and adaptability within the College

**Team Management and Administration**

- Supervise the DEI Team and support the work of the division around organizational development
- Responsibly oversee the DEI, with an eye to the overall IE/HR budget
- Perform other duties as required

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's, or equivalent, degree
- Minimum 5-7 years of relevant experience
- Demonstrated commitment to CCRI's mission
- Demonstrated ability to design and execute strategy and programs, and to collaborate with senior leaders in a complex organization
- Demonstrated commitment to enhancing organizational DEI
- Demonstrated excellent written and oral communications skills, including oral presentation, training design and training delivery
- Excellent analytical skills with demonstrated ability to organize and evaluate data and create best strategies
- Demonstrated ability to utilize technology, including Microsoft Office and feedback assessments (e.g. MBTI, DISC, Hogan, 360 feedback)
- Excellent problem-solving skills, including identifying root cause, troubleshooting and devising alternative strategies
- High degree of diplomacy with robust interpersonal skills and demonstrated ability to drive decisions
- Demonstrated ability to work in a highly confidential environment with sensitive data, to attend to details, to work collaboratively and to earn colleagues' trust

**PREFERRED QUALIFICATIONS:**

- Ability to travel
- Demonstrated excellent time and project management skills
- Demonstrated ability to lead and supervise others

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.