



COMMUNITY COLLEGE
OF RHODE ISLAND

Department of Institutional Equity and Human Resources

POSITION DESCRIPTION

POSITION: Facilitator, Diversity, Equity and Inclusion and Organizational Development

LOCATION: Primarily Warwick

REPORTS TO: Director, Diversity, Equity and Inclusion and Organizational Development

GRADE: BOE 10

WORK SCHEDULE: Full-time

SUPERVISES: None

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional, and personal growth through an array of academic, career, and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support, and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: https://ccri.edu/hr/current_employees/culture/guidingprinciples.html

JOB SUMMARY:

Through multiple initiatives, the Department of Institutional Equity and Human Resources (IE/HR) 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, IE/HR provides guidance and programming to maximize employee and organizational performance.

Knight Campus

The Facilitator, Diversity, Equity and Inclusion and Organizational Development exists to support efforts to create a diverse, equitable and inclusive institution, and to drive organizational improvement through programs designed to increase efficiency, effectiveness and performance. Working directly with the Director, DEI and OD, the incumbent will help organize and execute DEI, OD and governance-related initiatives, projects and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Diversity, Equity and Inclusion ("DEI") Aptitude:

- Champion DEI, supporting College-wide initiatives and communicating the value and importance of DEI
- Collaborate on campaigns to drive the importance of DEI at CCRI
- Identify DEI and OD challenges and recommend solutions

Program Support – DEI, OD and Governance

- Design and create program materials
- Create and issue program-related communications, leveraging graphics and other state-of-the-art tools
- Handle all details related to programs, including space reservations, speakers, evaluations and other post-program follow-up
- Track employee training participation and completion
- Handle purchasing issues, ensuring the timely delivery of goods and services and compliance with purchasing requirements
- Maintain positive, productive relationships with internal partners, other members of the IE/HR team and vendors

Data Management

- Organize data related to the DEI, OD and governance initiatives
- Ensure survey delivery, administration and follow-up

Administration

- Manage the functional calendar to avoid conflicts and to ensure resource availability
- Perform other duties as required

MINIMUM REQUIREMENTS:

- Bachelor's, or equivalent, degree and/or equivalent combination of education and experience
- Minimum 3 years of relevant experience
- Demonstrated commitment to CCRI's mission
- Demonstrated knowledge of basic DEI concepts and commitment to DEI
- Demonstrated project management skills
- Demonstrated strong technology and software skills

- Excellent organizational and time-management skills and demonstrated ability to focus on details
- Demonstrated ability to take initiative and work independently
- Demonstrated ability to multitask
- Demonstrated ability to follow directions accurately
- Demonstrated ability to be relied upon
- Demonstrated ability to work with a diverse group

COMPETENCIES / DESIRED QUALIFICATIONS:

The most suitably qualified candidate will possess the following:

- Demonstrated ability to focus on solutions
- Demonstrated ability to manage a program calendar

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<https://www.ccri.edu/campuspolice/pdfs/Annual%20Security%20Report%202019.pdf>