

UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Chief Diversity Officer for Communication, Community and Student Engagement

Job Code: 117091

OT Eligible: No

Comp Approval: 6/21/2021

JOB SUMMARY:

Actively drives, develops, coordinates, and maintains strategies, programs, and frameworks aimed at enhancing and promoting a diverse, equitable, and inclusive culture based on the university's unifying values and ethical decision-making. Facilitates opportunities for engagement between the university and local community.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|---|
| _____ | _____ | Interfaces with stakeholders (e.g., development officers, multicultural campus departments, alumni associations) to coordinate intentional participation in diversity, equity, and inclusion (DEI) fundraising initiatives. |
| _____ | _____ | Represents the office to organize community initiatives, networking functions and social events to enhance cross-cultural DEI communication efforts. |
| _____ | _____ | Coordinates with various community networks, programs, and campaigns (e.g., Neighborhood Academic Initiative, Norman Topping Student Aid Fund, Good Neighbors Campaign) to increase access to opportunities for students and local community members encompassing the local area. |
| _____ | _____ | Assists university leaders in crafting messaging around DEI issues, ensuring DEI communication is disseminated on an appropriate, regular basis. Collaborates with related departments to ensure effective communication across student networks, maintaining a high level of awareness around DEI issues in real time. |
| _____ | _____ | Connects students to campus resources as necessary, and assists with programming collaboration with schools and departments. Responds to student grievances and provides support to students through empathetic listening, connecting them to proper resources in a timely manner. |
| _____ | _____ | Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. |
| | | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

- Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Master's degree

Minimum Experience:

5 years

Minimum Field of Expertise:

Master's degree in higher education or a relevant field. Five years' relevant experience in higher education, with specific emphasis on working with community members and students and understanding the importance of effective and timely communication. Experience leading functional and cross-functional team projects with shared objectives. Proven track record of developing relationships with community members, faculty, staff, students, and campus departments. Demonstrated ability to track, manage, and handle matters, especially those of a sensitive nature, with empathy and meticulous detail, actively following up. Experience with fundraising on the non-profit and/or collegiate level. High-level experience working in the areas of diversity, equity, and inclusion. Detail oriented, with exceptional written and oral communication skills, problem-solving abilities, and strong networking skills with the ability to bring people together for diversity, equity, and inclusion efforts.

Preferred Education:

Doctorate

Preferred Experience:

7 years

Preferred Field of Expertise:

Fluent in one or more languages in addition to English (e.g., Spanish, Mandarin).

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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