



## Vice President, Chief Inclusion and Diversity Officer

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	199780
<i>Job Title:</i>	Vice President, Chief Inclusion and Diversity Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Senior Executive
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	2 Senior Executive

#### JOB SUMMARY

Provides strategic leadership to cultivate a university climate that prioritizes and champions diversity, equity, inclusion, belonging, and anti-racism. An institutional resource focused on infusing these objectives into programs and activities across the university, the Vice President, Chief Inclusion and Diversity Officer is a leader, advisor, advocate and catalyst for change, tracking and communicating university progress to an engaged community. Directs assessments to evaluate and advance the effectiveness of institutional diversity goals and outreach efforts. Leads the university toward sustained measurable improvements in educational and organizational environments, in addition to the recruitment and retention of a diverse faculty, staff, and student body. Fosters bold change by developing and implementing the university's inclusion and diversity vision and strategy and engaging the entire USC community, including students, faculty, staff, alumni, and neighbors. Reports directly to the university president, with a dotted-line reporting relationship to the provost. Serves on the president's senior leadership team and leads the Diversity and Inclusion Council, comprised of liaisons from across the university's schools and business units.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		Or
X		Master's degree	Sociology	Or
X		Master's degree	Communication	Or
X		Master's degree	Organizational Development	Or
X		Master's degree	Human Resources	Or
X		Master's degree	Business Administration	Or
X		Master's degree	in related field(s)	
	X	Doctorate	Education	Or
	X	Doctorate	Law	Or
	X	Doctorate	Philosophy	Or
	X	Doctorate	in related field(s)	

##### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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## Work Experience

Req	Pref	Work Experience	Experience Level
X		15 years	in the inclusion and diversity field, with proven scholastic visibility
X		15+ years	
	X	15+ years	leading diversity, equity and inclusion work with evidence of increasing responsibilities
	X	10 years	in management positions
	X	5 years	in a senior administrative/executive role

## Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated knowledge of federal, state, and local laws, regulations, and guidelines related to affirmative action and civil rights enforcement.
X		Successful record of influence, community building, networking, and deployment of effective programs advancing diversity and inclusion practices.
X		Ability to approach diversity and inclusion through intersectional lenses, understanding how multiple statuses (e.g., race, gender, class, sexuality, nationality, religion, abilities, etc.) intersect to affect the experiences of students, faculty and staff.
X		Ability to communicate effectively, through written as well as interpersonal and group communication skills, at all levels of the university, with administration, faculty, staff, students, and external constituents including alumni and potential donors.
X		Demonstrated knowledge, skills, awareness, and commitment to championing actionable solutions to contemporary issues of inclusion, social justice, diversity, access, and equity, including the current scholarship and pedagogical approaches that inform and address these issues.
X		Excellent leadership skills and emotional intelligence capacity.
X		Proven ability to collaborate across divisions, bridge silos and cross boundaries to achieve diversity and inclusion goals that support and strengthen the university's commitment to affect positive and visible changes.
X		Experience employing effective leadership, problem solving and critical thinking skills to achieve transformational and lasting change.
X		Exceptional client-relationship management skills, along with demonstrated experience building trust and credibility with top stakeholders and business leaders.
	X	Extensive experience at a research university and/or elsewhere in higher education, serving as a faculty member or researcher.
	X	Relevant diversity/inclusion certifications.
	X	Significant history of scholarship in related fields (e.g., diversity, equity, race, implicit bias, affirmative action).
	X	Experience with budget development and management processes and securing funding for diversity initiatives through creative resource acquisition.
	X	Multi-industry experience at large, reputable, matrixed organizations known for operational excellence.
	X	Experience serving on faculty/senior administrator search committees.
	X	Demonstrated ability to independently develop, drive and contribute to comprehensive strategies and business plans in rapidly changing environments.
	X	Excellent judgment and demonstrated courage to take calculated risks that improve business performance.

## Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Leads, develops, advances, and evaluates holistic visions and plans for inclusion and diversity strategies and initiatives supporting the university's mission, core themes and strategic plan. Ensures an organizational strategy and narrative that articulates the institutional centrality of diversity, equity, inclusion, belonging and anti-racism efforts to the overall mission, vision, and purpose of the university.				
Provides or ensures the provision of expert and strategic guidance on training programs or initiatives for faculty, staff, and students related to diversity, inclusion, and bias mitigation. Approves faculty and senior administrator search committees and diversity of pools. Conducts exit interviews with faculty and senior administrators who depart for other academic institutions.				
Develops and recommends criteria to guide the university's allocated resources to support institutional inclusion and diversity plans and initiatives, including plans to improve faculty composition, faculty teaching and research, senior administrator and staff composition, and student and staff inclusion programming. Recommends and develops policy improvements that remove barriers to student success for marginalized and underserved populations at the institutional, divisional and departmental levels.				
Works closely with relevant university offices to periodically conduct rigorous impact assessments of campus diversity and inclusion efforts (e.g., campus climate surveys for faculty, staff and students). Creates processes for ongoing evaluation of institutional structures, programs, policies and procedures, and for the communication of results. Collaborates with campus leaders and stakeholder groups including faculty, staff, and students to evaluate, revise, and/or remove institutional policies, procedures, and norms that erect differential structural barriers to the access and success of students, faculty, and staff belonging to marginalized, underserved populations.				
Reports directly to the president, with a dotted-line reporting relationship to the provost, and ensures elements of equity, diversity and inclusion are imperative to the university's mission, vision and strategic plan. Manages a team of diversity officers. Ensures that diversity and inclusion programs and services comply with relevant state and federal laws, regulations and university policies. Actively engages in relevant university-wide initiatives and meetings to promote diversity and inclusion and champion access, equity, and social justice.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected

under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.