

Job Vacancy Notice

Job Title: Chief Diversity Officer
Job ID: 22439
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

Hostos Community College was founded in 1968 to serve as a gateway to intellectual growth and socioeconomic mobility, as well as a point of departure for lifelong learning, success in professional careers, and transfer to advanced higher education programs. Hostos offers 27 associate degree programs and 2 certificate programs that facilitate transfer to The City University of New York (CUNY) four-year colleges or baccalaureate studies at other institutions. Hostos Community College is part of CUNY, the nation's leading urban public university serving more than 500,000 students at 24 colleges.

The City University of New York ("CUNY") and Hostos Community College ("Hostos") are committed to maintaining a learning and working environment that is free of bias, prejudice, discrimination and harassment - an environment that supports, nurtures, and rewards educational and career advancement based on ability and performance. Hostos is committed to ensuring a discriminatory free environment, where all persons are treated fairly and with respect regardless of their protected status. The Office of Compliance and Diversity ("OCD") is dedicated to promoting an open and inclusive environment, addressing complaints as they arise, creating initiatives which support diversity and awareness and ensure that the college complies with all applicable policies and laws. OCD is available to all members of the community.

Hostos Community College is seeking to fill the position of Chief Diversity Officer (CDO). Reporting directly to the President, the CDO serves as an executive-level strategist and partners with campus leaders, faculty, staff and students to provide counsel and leadership on compliance matters involving Equal Employment Opportunity (EEO), sexual harassment, recruitment and hiring, accommodation requests, affirmative action and Diversity, Equity and Inclusion (DEI). The CDO oversees and conducts all investigations in compliance with the requirements of Title IX and EEO. The CDO conducts thorough and impartial investigations related to all discrimination, harassment, and retaliation claims.

The CDO is responsible for guiding efforts and creating opportunities to define, assess and promote Diversity, Equity, and Inclusion (DEI), educational and employment opportunity, and cultural proficiency. The CDO proactively develops and implements plans, programs, and activities that educate and motivate the college community to hold pluralism and inclusion as core values and fosters a climate that respects diversity.

In addition to the CUNY Title Overview, the successful candidate will be responsible, but are not limited to, the following:

- Provides legal counsel and leadership on compliance matters involving Equal Employment Opportunity (EEO) and sexual harassment.
- Serves as the College's Title IX Coordinator and Section 504/ADA Coordinator
- Oversees all internal investigations pertaining to: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act (ADEA); harassment and retaliation claims; CUNY policy; and any other law that prohibits discrimination.
- Counsels administration, faculty, and staff regarding affirmative action, harassment, hiring practices, and Diversity, Equity and Inclusion (DEI) issues.
- Serves as a Member of the President's Extended Cabinet and the College's Senior Leadership Committee.

- Oversees the employment/hiring search process and conduct compensation analyses for faculty and staff
- Updates college policies.
- Prepares and submits internal and external reports including the federally mandated affirmative action plan.
- Trains the college community on diversity and sexual harassment policies.
- Collaborates with Human Resource and Legal Affairs Offices to ensure compliance with the EEO and OFCCP as well as other applicable issues.
- Oversees employment search processes to include reviewing the composition of search committees, conducting charges, recommending ad placements, and approving the applicant pool.
- Collaborates with the Office of Student Development and Enrollment Management on student complaints and issues.
- Serves as the Chief Diversity Office liaison to The City University of New York and attends meetings of the CUNY Chief Diversity Officers Council as well as other college committees.

QUALIFICATIONS

Bachelor's Degree and eight years' relevant experience required.

The following qualifications are preferred:

- Juris Doctor, Master's Degree, Juris Doctor, or other doctoral degree in a related field.
- Knowledge of applicable regulatory requirements, laws and guidelines.
- Successful record of leading or facilitating the completion of diversity and inclusion initiatives, preferably in a higher education setting.
- Experience conducting investigations in EEO/AA and diversity arenas.
- Effective conflict resolution skills and the ability to determine mutually acceptable solutions for difficult problems with competing interests.
- Excellent interpersonal, analytical and oral/written communication skills.
- Computer applications proficiency in Microsoft Word, Excel, Powerpoint, and Access; familiarity with PeopleSoft is desirable.

CUNY TITLE OVERVIEW

- Oversees programs, activities, and initiatives designed to foster a climate that respects pluralism and diversity.
- Develops effective strategies to promote diversity in faculty and staff hiring and actively participates in building strong networks and recruitment sources
- Serves as a key recruiting team member, coordinating recruitment plans, advertising, and selection processes
- Implements the College's Affirmative Action and Equal Opportunity policies and ensures compliance with relevant city, state, and federal statutes such as Title VII, Title IX, Section 504, and the Americans with Disabilities Act, responding to and conducting investigations of non-compliance complaints
- Collects and analyzes data for College and University reports
- Develops and presents training programs and disseminates information related to Diversity, EEO, and other compliance at the College
- Coordinates with University offices to assure consistency of University-wide policies
- Maintains current knowledge and materials related to laws, rules, regulations, and best practices for advancing EEO/Diversity
- Performs related duties as assigned.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

IMPORTANT NOTICE: Health Plan Coverage for Employees Hires on or after July 1, 2019 City of New York employees and employees of Participating Employers and their eligible dependents hires on or after July 1, 2019 will only be eligible to enroll in the EmblemHealth HIP HMO Preferred Plan and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment will have the option to either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365th day period. If a new health plan is selected, the new plan will be effective on the 366th day.

Only after the 365th day can the employee participate in any Annual Fall Transfer Period.

An employee who needs to request an exemption from the required enrollment in the HIP HMO Preferred Plan can do so by submitting a HIP HMO Opt-Out Request Form to EmblemHealth. An employee, or eligible dependent must meet certain criteria and the request must be approved by EmblemHealth before the exemption is granted. The HIP HMO Opt-Out Request Form and HIP service area are available on the EmblemHealth website.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings".

Please attach resume, cover letter and a list of three professional references.

CLOSING DATE

Open until filled with review of applications to begin May 25, 2021.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.