

**Occidental College**  
**Vice President for Diversity and Equity and Chief Diversity Officer**  
**Job Description**

Occidental College is committed to recruiting and developing an engaged and nurturing community that represents a wide spectrum of backgrounds in an increasingly diverse and global society. The College strives to achieve inclusive excellence by recognizing how the college experience is enriched by interactions between persons of different races, genders, nationalities, economic backgrounds, abilities, spiritual values, sexual and gender identities, and political perspectives. We envision a diverse campus community that fosters intellectual and cultural stimulation to develop a better understanding of the world we live in and to learn from others. We are guided by the principles of equity, social justice, cultural competence, and engaged citizenship.

The Vice President for Diversity and Equity and Chief Diversity Officer (VP/CDO) is responsible for leading efforts to uphold the College's stated mission on diversity and excellence throughout all aspects of the College community. This position is a senior level administrator reporting directly to the President of the College.

The VP/CDO coordinates diversity-oriented initiatives including the development and implementation of a strategic plan for diversity aligned with the College's strategic plan. As a College leader, the VP/CDO maintains strong collaborative working relationships with senior staff, faculty, students, staff, and external constituents.

**Primary Responsibilities**

1. Provide **vision and leadership** to support and advance the college mission to prepare students for leadership in an increasingly complex, interdependent and pluralistic world, the college's commitment to diversity, excellence and equity, and the strategic goal of inclusive excellence. Identify, develop, foster and maintain strong internal and external relationships for the purpose of integrating diversity/inclusion initiatives and contributing to regional and national efforts around diversity, equity, and inclusion in higher education.
2. **Implement policies, procedures and best practices** by consulting and collaborating across campus departments in the areas of recruitment and retention, training and professional development, assessment, communications, and institutional advancement. Advise the President, senior College administrative officers, and members of the Board of Trustees on issues relating to College diversity and inclusion.
3. **Identify, advocate for, and assess curricular efforts** related to advancing the diversity mission of Occidental.

4. **Lead cultural and institutional change by deploying resources** for students, faculty, and staff related to the support and development of a diverse and inclusive campus environment as a residential college, academic community, and workplace. Assume budgetary responsibility for the Office of Diversity and Equity and coordinate the development of the annual budget. Collaborate with Institutional Advancement on fundraising efforts to support ongoing diversity efforts and alumni relations.
5. **Offer expertise and guidance** with applicable federal/state laws, policies, and procedures (e.g. Affirmative Action, Equal Opportunity, Americans with Disabilities Act, Section 504 of the Rehabilitation Act, etc.) and collaborate with Title IX Coordinator, disability services, and General Counsel in the **resolution of complaints** resulting from complaints of discrimination, allegations of harassment, and/or reasonable accommodations.
6. **Facilitate communication** with internal and external campus communities regarding the messaging of the mission, initiatives and strategies employed by the College. Articulate the College's identity internally and externally and propel the institution as an active thought leader in the field of diversity and inclusion.

The CDO will work collaboratively with all stakeholders in an institutional culture of shared governance, including Vice Presidents, College Counsel, Deans, Associate Academic Deans, Athletic Director, directors of academic and administrative units, faculty members, etc.

The CDO will also perform additional duties as assigned by the President.

## **Qualifications**

- Five to ten years of higher education experience or experience related to higher education, preferably related to a liberal arts or small college setting.
- Demonstrated experience and leadership in advancing diversity in a higher education context.
- Excellent listening and communication skills, oral and written.
- Understanding of equal opportunity, affirmative action, federal, state and other compliance regulations in the context of higher education.
- An excellent command of contemporary diversity, equity, inclusion and multiculturalism concepts and issues.
- The ability to research, identify and implement best practices of diversity and inclusion.
- The ability to work effectively and collegially within a complex College system to facilitate cultural and institutional change.
- Documentable evidence of negotiation skills and work with a wide range of

constituencies and educational settings.  
Master's degree required. Terminal degree (JD, EdD, PhD, etc.) preferred. Experience commensurate with holding an academic appointment favorable, but not a requirement.