



Assistant Director, Office of Diversity, Equity and Inclusion Division of Student Affairs KENYON COLLEGE

POSITION SUMMARY

The Assistant Director of Diversity, Equity, and Inclusion (ADDEI) – who reports directly to the Director of Diversity, Equity, and Inclusion within the Division of Student Affairs – is committed to student success in the classroom, residence, and co-curricular experience. The ADDEI has direct responsibility for meeting the specific needs of the student LGBTQIA+ community, and for helping to ensure that Kenyon's campus climate is welcoming and inclusive for all students. This is a full-time, 11-month salaried position.

I. ESSENTIAL FUNCTIONS

- a. Provide support for Kenyon's LGBTQIA+ Community, including but not limited to:
 - i. Provide training and education for the campus community on LGBTQIA+ issues and concerns, with special attention to the needs of transgender and non-gender conforming students, including safe space and ally training, workshops pronoun usage, and inclusive language;
 - ii. Hire and supervise student managers of Unity House and Crozier Center, and serve as administrative liaison for those students to ODEI, Residential Life, and other offices on campus;
 - iii. Collaborate with student groups dedicated to LGBTQIA+ issues to provide programs and services, and create and implement LGBTQIA+ campus programming;
 - iv. With ODEI Director, coordinate and promote strategic use of the LGBTQIA+ Diversity Fund on campus and provide comprehensive year-end report to donor;
 - v. Serve as ODEI Liaison to the Cox Health & Counseling Center;
 - vi. Serve as ODEI Liaison with Civil Rights and Title IX Office on educational initiatives;
 - vii. Co-chair the LGBTQIA+ Advisory Committee, and the Trans Subcommittee; and
 - viii. Assess campus climate around LGBTQIA+ issues, and develop relevant analyses, benchmarks, data sets, and evaluations for continued improvement.
- b. Provide oversight of ODEI Events
 - i. Coordinate with ODEI colleagues in planning and coordinating major ODEI events, including MLK Day of Dialogue, Alumni of Color Week-ends, and heritage months;
 - ii. Collaborate with other offices on campus to ensure successful events coordination; and
 - iii. Supervise the Office Assistant for ODEI in the planning and execution of events.

II. ASSOCIATED FUNCTIONS

- a. Participate in and help lead diversity training for other departments and programs, including New Student Orientation;
- b. Advise students placed on academic conditional enrollment;
- c. Serve on the Diversity Advisory Council;
- d. Serve on the Summer Internship Stipend Committee;
- e. Fulfill Student Affairs director on duty responsibilities at least two weeks per semester;
- f. Assist the ODEI Director, Dean of Students and VP for Student Affairs with special projects and responsibilities within the Student Affairs Division;
- g. Participate in College and Student Affairs Division events and programs;

- h. Cooperate with other Student Affairs staff members in conducting in-service training programs for student staff members;
- i. Advise the student-led Council for Diversity & Social Justice;
- j. Support and assist with KEEP summer program management; and
- k. Assist in the preparation and editing of ODEI publications and web pages.

III. KNOWLEDGE, SKILLS, ABILITIES

The ADDEI must have a demonstrated appreciation for the value of cultural diversity within an academically rigorous, residential liberal arts college, and an understanding of the needs of LGBTQIA+ individuals in particular. Detail-oriented program and event planning, implementation and evaluation skills are required, as are excellent oral and written communication skills. Demonstrated effectiveness in working with students and student organizations is essential, as is creativity and the ability to manage multiple priorities. This position also requires facility in working with diverse constituencies.

IV. TERMS OF THE POSITION

This is a full-time, 11-month salaried position. The work of the ADDEI does not lend itself to a regular 8:30am-4:30pm day, and includes evening and weekend responsibilities.

V. MINIMUM QUALIFICATIONS

- a. One to three years experience working in higher education;
- b. A master's degree in higher education, student personnel or a related area;
- c. Excellent oral and written communication skills; and
- d. Demonstrated skills in event planning, implementation and evaluation