Director of Diversity and Inclusion

The Director for the Office of Diversity and Inclusion provides strategic leadership and direction for student engagement and program development and execution that encourage a campus-wide commitment to and active support of diversity and inclusion efforts. The Director provides support to under-represented populations and education to all students, including the majority population, in an effort to increase knowledge, understanding, and skills related to diversity. The Director will place emphasis on encouraging students to engage across difference, develop a global perspective, and advocate for social justice. The Director is highly engaged in the recruitment and retention of under-represented populations and will advise senior leadership in developing campus response to emerging diversity issues and initiatives. This is a full-time, salary exempt, 12-month position reporting to the Vice President of Student Development and Dean of Students.

Responsibilities include:

- Serve as an advocate for and resource to students from under-represented populations (30% of time)
- Develop and implement programming and initiatives to educate the student body, including majority students, on issues related to diversity, equity, and inclusion (25% of time)
- Supervise the Program Coordinator and Administrative Assistant of the Center for Diversity & Inclusion
- Assist in the recruitment and retention of underrepresented populations (10% of time)
- Develop and lead student-focused programs and initiatives related to Martin Luther King, Jr. celebration, Heritage Months, Diversity Awards programs, and other diversity celebrations and events (10% of time)
- Collaborate with institutional departments, participate in community and alumni initiatives and activities, and serve on institutional and community committees as appropriate and/or requested to represent diversity and inclusion initiatives (5% of time)
- Manages budget for center for diversity and inclusion
- Follow and abide by all safety rules and regulations
- Regular attendance and timeliness
- Other duties as needed or assigned.

Required Qualifications:

- Master’s degree required in Higher Education Administration, Student Affairs, College Student Personnel, Education, Psychology, Educational Psychology or related field
- Minimum 3-5 years’ experience with diversity, equity and inclusion required
- Minimum 2 years’ experience on a college campus or other educational institutions required
- 2 years’ experience with event planning and management, preferred
- Demonstrated success in working with and advocating for students of underrepresented populations and similar success in engaging with majority students to help create a campus culture of inclusivity.
- Excellent oral and written communication skills.
- Relationship Building/Management: with students, faculty/staff, administration
- Event planning and management
- Knowledge of best practices related to diversity, equity and inclusion
- Occasional nights/evening or weekend work

**Application Process:**
Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Human Resources will accept applications on a rolling basis until the position is filled. It will begin to narrow the candidate pool immediately. The new director will be invited to begin immediately. Applications should be submitted (MS Word or Adobe PDF) and should include cover letter, resume and three professional references. **Click link to apply for position here or go to employment opportunities.**

Contact Human Resources with additional questions.

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101 Branigin Boulevard  
Franklin, IN 46131  
humanresources@FranklinCollege.edu  
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the college’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any college program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.