Director of the Center for Diversity and Inclusion

Franklin College is seeking to fill a Director of the Center for Diversity and Inclusion for the Student Development Department. This is a full-time, salary exempt, 12-month position that is expected to work 39 hours per week reporting to the Vice President for Student Development and Dean of Students. 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 a just society. The Director is highly engaged in the recruitment and retention of under-represented populations, including international students. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college.

RESPONSIBILITIES

- Serve as an advocate for and resource to students from under-represented populations, including international students;
- Develop and implement programming and initiatives to educate the student body, including majority students, on issues related to diversity, equity, and inclusion;
- Serve as the Advisor to affiliated student organizations (e.g. Black Student Union);
- Supervise the Assistant Director of the Center for Diversity & Inclusion;
- Assist in the recruitment and retention of underrepresented populations, including international students;
- 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;
- 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;
- Serve on the President’s Council on Diversity & Inclusion;
- Manages budget for Center for Diversity and Inclusion;
- Other relevant and related duties as needed or assigned.

SUPERVISORY RESPONSIBILITY

The Director reports to the Vice President for Student Development and Dean of Students and is responsible for supervising and providing guidance to the Assistant Director.

REQUIREMENTS

EXPERIENCE: Minimum 3-5 years’ experience with diversity, equity and inclusion required; 2 years’ experience on a college campus or other educational institutions, 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.

EDUCATION/LICENSING: Master’s degree required in Higher Education Administration, Student Affairs, College Student Personnel, Education, Psychology, Educational Psychology or related field. Combination of Bachelor’s degree and relevant experience will be considered.
REQUIRED KNOWLEDGE, SKILLS, or ABILITIES:

- Written communication skills;
- Oral communication skills;
- Relationship Building/Management with students, faculty/staff, administration;
- Event planning and management;
- Knowledge of best practices related to diversity, equity and inclusion.

**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. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link – Franklin College Staff Application

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
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.