The Associate Vice President of Equity, Inclusion, and Transformation (AVPEIT) reports directly to the College President and supports the creation of the Equity and Social Justice Center at Howard Community College (HCC). The AVPEIT is a member of the president’s team and works collaboratively with all areas of the college to develop and implement proactive diversity, equity, and inclusion initiatives in alignment with the college’s mission. The AVPEIT will empower each office and employee to understand their role in diversity, equity, and inclusion. In doing so, they will lead and coordinate a range of efforts to assure that equity, diversity, and inclusion are authentically reflected in planning, campus practices, policies, community, culture, and measures of excellence.

Demonstrates collaborative and visionary leadership by serving as a thought-partner, building relationships, employing innovation, and promoting an environment of inclusive excellence for all students, staff, and faculty. This includes advising the college administration on matters affecting professional development, teaching and learning, student success and belonging, recruitment and selection of employees, and training and education of the college community to create an inclusive climate.

Work Performed

- Lead the creation and development of the Equity and Social Justice Center at HCC.
- Collaborate to co-create the vision for strategic planning at the college-wide level to ensure diversity, equity, inclusion, and belonging for all students, staff, and community members.
- Provide leadership to support implementation and progress towards identified goals from strategic planning.
- Provide leadership in scaling successful cohort programs to ensure that all students are provided an equitable experience at HCC.
- Collaborate with the Vice President of Talent, Inclusion, and Workforce culture to ensure HCC is an equitable and just workplace.
  - Collaborates with Human Resources to develop strategic hiring and retention efforts to attract and retain a highly talented, diverse workforce.
  - Drives diverse talent identification and retention strategies for staff and faculty.
- Advise college administration and provide training on diversity, equity, and inclusion, including but not limited to culturally responsive practices, anti-racism development, restorative justice, college climate and culture, disability awareness and acceptance, and LGBTQI+ affirmation and acceptance.
- Lead and coordinate a range of efforts to assure that equity, diversity, and inclusion are authentically reflected in campus practices, policies, community, culture, and measures of excellence.
- Assists the Vice President for Teaching and Learning and the Vice President of Student Success in planning, assessing, and evaluating the effectiveness of curricular and co-curricular efforts related to diversity and cultural competency.
- Coordinates and oversees the development and implementation of a wide variety of diversity training, partnering with the Human Resources Department, E-Learning, and Faculty Development.
- Coordinate with the office of Planning, Research, and Organizational Development and individual units in the development, implementation, and regular use of data tools such as
campus climate surveys, demographic studies, benchmarking studies, etc. to measure success regarding campus equity and diversity efforts and the success of faculty, staff, and students in underrepresented and historically marginalized and underserved populations.

- Develop and maintain meaningful relationships and serve as college liaison with numerous external diverse and underrepresented populations, communities, and agencies to advance equity and diversity and achieve mutual objectives.
- Consult with academic leadership regarding current scholarship in embedding best practices in developing equitable and inclusive curriculum and pedagogical approach and closing the achievement gap for marginalized students.
- Provide supervision and coaching for the Director of Equity and Community Engagement.
- Provide administrative leadership to the Diversity Committee.
- Provide education and mediation in response to bias incident reports that do not rise to the level of a policy violation and provide referrals to the appropriate office for investigation and decision-making for allegations that could potentially violate College non-discrimination, Title IX, student code of conduct, employee misconduct or other policies.

Requirements:

- Master’s degree required. Specialized training and or coursework that advances diversity, equity, and inclusion.
- Five to ten years of relevant experience.
- Experience managing a budget for a small department.
- Experience supervising and managing staff and leveraging resources outside the functional area.
- Experience in leading institutional initiatives on diversity, equity, and inclusion.
- Knowledge and understanding of diversity, equity, inclusion issues, and best practices in higher education.
- Proven facilitation skills, willingness, and ability to build consensus and facilitate challenging conversations between individuals and groups.

Minimum Compensation: $112,675