



Assistant Director Diversity, Equity, Inclusion and Access

WE TRANSFORM LIVES

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

Be a part of our story. Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Assistant Director for Diversity, Equity, Inclusion and Access (DEIA) serves as a regular, full time, 12-month academic professional with primary responsibility for achieving institutional excellence through managing change, advising, developing and implementing DEIA strategy, and building and supporting initiatives that promote Civil Rights compliance and DEIA. This Assistant Director serves as a catalyst to leverage best practices and resources across University of Illinois Extension to support the promotion of a culture of inclusion. The successful Assistant Director for DEIA will provide leadership for infusing DEIA principles through all areas of Illinois Extension. The individual will lead initiatives and coordinate integrated approaches to increase diversity and inclusivity; create a more multiculturally centered environment for Illinois Extension; and partner with College of Agricultural, Consumer and Environmental Sciences (ACES) and campus DEIA committees, working groups, and offices. The Assistant Director will provide leadership as the Affirmative Action Officer for University of Illinois Extension and ensure programs are in compliance with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act (ADA), and the Illinois Extension Affirmative Action and Equal Employment Opportunity (EEO) Plan. Responsibilities include coordination with other members of the Extension leadership team.

The Assistant Director, DEIA, will be located in Urbana-Champaign on the University of Illinois campus, will report to the Associate Dean and Director of Extension and Outreach, and will be available to all of Illinois Extension and Outreach.

One full-time position is available.
Location: Urbana-Champaign Campus

Position Overview

Program Development and Strengthening Workplace Diversity

- Determine strategic direction and policy for University of Illinois Extension regarding DEIA; implement policies and procedures regarding DEIA for the organization.

Application Due

July 6, 2022

Proposed Start Date

As soon as possible after the closing date

Salary

Commensurate with experience and qualifications

To Apply

Go To: <http://go.illinois.edu/167713>

Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references

More Information

The position is a full-time, benefits eligible, non-tenure academic professional position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.

- Develop through participative strategies an innovative statewide program of work in response to local, state, and national needs and issues regarding DEIA; provide clear direction and partnership to encourage adoption of essential needs and high priority program efforts with Extension Assistant Deans/Program Leaders, Assistant Directors for Regions, County Directors, Educators, and state and campus Specialists.
- Address urban and rural needs for DEIA by collaborating with Illinois Extension leadership team members to create and implement DEIA initiatives.
- Create and lead strategies to deliver locally-adapted training programs, initiatives and workshops on DEIA topics, including content, pedagogy, program delivery, evaluation and assessment.
- Develop training and workshop content, educational materials, and evaluations tools on matters related to DEIA that improve the statewide climate and support the success of Illinois Extension's workforce and volunteer base.
- Provide leadership as the Affirmative Action Officer, University of Illinois Extension; ensure programs are in compliance with the Civil Rights Act, Title IX, Rehabilitation, ADA, and the University of Illinois Extension EEO Plan.
- Prepare the annual University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan ("EEO" Plan).
- Prepare and maintain the University of Illinois Extension Limited English Proficiency (LEP) Plan in coordination with the Director of Communications.
- Lead the United States Department of Agriculture (USDA), National Institute of Food and Agriculture's (NIFA) Civil Rights Review for Illinois Extension; serve as the Civil Rights contact for USDA-NIFA; coordinate with Extension leadership team and the College of ACES, Office of Research as appropriate.
- Attend all USDA-NIFA trainings related to Civil Rights compliance; join and be active in North Central Extension workgroups related to DEIA.
- Chair and/or serve as a member of relevant Illinois Extension's statewide DEIA committees to facilitate and contribute to activities and successes.
- Serve as Illinois Extension's representative for relevant College of ACES and campus DEIA committees, task forces, working groups, and other organizational structures to contribute to institutional activities and successes.
- Lead efforts for recruiting, hiring and retaining a diverse workforce through innovative strategies, programs, workshops, and activities; lead efforts to make continuous progress in employment of a diverse workforce within Illinois Extension in coordination with the Assistant Director for Workforce Development.
- Serve as the Diversity Advocate for selected search processes and provide support for recruiting diverse applicant pools.
- Train Extension's workforce on the federal requirements of organizational civil rights reporting, including annual Civil Rights compliance training for all staff.
- Provide strategic leadership of organizational professional development regarding DEIA content for academic, program support and clerical staff; collaborate with Extension leadership team to identify staff in-service education needs regarding DEIA to enhance subject competence in content and delivery.
- Lead and direct Units' annual Civil Rights reviews, including annual update of data collection and methods of collection to comply with USDA-NIFA requirements.
- Conduct 3-year Civil Rights compliance reviews with Units; recruit and train review teams for 3-year reviews.
- Coordinate the process of systematic methods to collect and appropriately document data to ensure nondiscrimination in programs; interpret and implement ADA compliance of University of Illinois Extension offices/facilities throughout the state to achieve compliance.
- Develop and lead innovative revenue-generating opportunities for Illinois Extension related to DEIA.
- Participate in professional improvement opportunities when appropriate for the role of Assistant Director.
- Participate in meetings with the Extension State Advisory Council (ESAC). Provide leadership to the ESAC in advancing Extension's DEIA programs.
- Provide direct assistance to the Associate Dean in timely response to public and staff concerns.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#). The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify employment eligibility.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.

Monitoring, Assessing and Reporting

- Design and implement evaluation and assessment processes to ensure timely reporting outcomes/accomplishments regarding DEIA for use in state and national reports.
- Support the online reporting system by working with the Director of Program Planning and Assessment to gather critical information to determine program outreach efforts and accomplishments in DEIA.
- Prepare and distribute University of Illinois Extension annual progress report on DEIA efforts including analysis of metric, statistics, historical trends and recent developments and initiatives.

Building Organizational Cultural Competency

- Use organizational change and innovation strategies to influence the culture and systems change needed to create a climate of accountability and system alignment in support of DEIA activities.
- Facilitate the development and implementation of an Extension-wide diversity perspective that is meaningful, relevant, inclusive, and supportive of those from the full range of groups, cultures, and regions of the state.
- Plan, organize, and deliver on-going diversity training for Illinois Extension workforce and volunteer base.

DEIA Research, Teaching and Other Extension Activities

- Pursue grants and other funding opportunities regarding DEIA as related to Illinois Extension. Write grants as needed.
- Teach and/or provide guest seminars, presentations, webinars, etc., for the College of ACES academic units, campus and/or community audiences.

Other Information

- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension and Outreach work, assist as requested with data collection for Affirmative Action, Gender, and Targeted reports.
- Assume additional related responsibilities to enhance the mission of the unit.
- Local, regional, and statewide travel required; personal transportation required. Evening/weekend work are an integral part of this position. Travel reimbursement is provided for either personal vehicle use or other means of transportation as coordinated by employee in accordance with University policies.
- Conduct all activities in accordance with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act, and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan.
- To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is required. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

Environmental Demands:

To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is required. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

Administrative Relationship: The Assistant Director, DEIA is administratively responsible to the Associate Dean and Director, Extension and Outreach.

Qualifications

Required:

- Master's degree in human resource management, business administration, industrial relations, race and ethnic relations, disability studies, higher education, sociology, psychology, or other related field from an accredited institution of higher education. Candidates with a Master's degree in progress may be considered for interviews, but degree must be completed by hire date. Three to five years of professional experience in leadership, organizational development and/or organizational administration. Successful and progressive experience in program development in DEIA. Experience organizing and directing comprehensive programs and collaborating with teams. Experience working with diverse audiences. Demonstrated experience with data analysis and/or organizational compliance reporting.

Preferred:

- Earned doctorate (PhD or EdD) or its equivalent in human resource management, business administration, industrial relations, race and ethnic relations, disability studies, higher education, sociology, psychology, or other related field from an accredited institution of higher education. Understanding of and commitment to the land-grant university mission and/or experience with or deep knowledge of the organization, objectives, policies, and programs of the Cooperative Extension Service. Experience in youth and adult educational and information delivery through various technologies. Experience collaborating with community organizations to develop innovative programs and activities. Demonstrated understanding of rural and urban disparities as well as underserved and disadvantaged community issues upon which educational programs are determined.

Knowledge, Skills, and Abilities:

- Knowledge of best practices in DEIA including expertise and comfort with engaging in meaningful and difficult conversations with a wide range of audiences. Excellent oral and written communication skills. Evidence of strong interpersonal skills and ability to work collaboratively within a team environment and with diverse groups. Demonstrated experience with building and maintaining diverse networks. Demonstrated ability to secure funding from public and/or private sources, outstanding leadership and creativity skills, knowledge of civil rights laws and statutes and reporting requirements, and demonstrated cross-cultural competencies, influencing skills, and the ability to engage and build relationships with underrepresented groups and a wide range of internal and external stakeholders is preferred.

Application Procedure:

To apply, go to <https://go.illinois.edu/167713>. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of **July 6, 2022**.

For further information about the position please contact search chair Amanda Cole at amandac@illinois.edu. For technical assistance with the online application process, please email jobs@illinois.edu.

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