



JOB TITLE: Director Diversity, Equity and Inclusion
DEPARTMENT: President
SUPERVISOR: President and Chief Operating Officer
FLSA STATUS: Exempt

As an inherent part of fulfilling our mission, we are establishing this Diversity, Equity and Inclusion role to support the manifestation of the Kingdom mandate to disciple nations. Jessup is committed to reflecting “heaven on earth” so we are a diverse people in our community.

MAJOR PURPOSE:

The DDEI champions the importance and value of a diverse and inclusive environment and contributes to the development of a vision and effective strategy to create a university-wide culture for equity, inclusion and unity. The DDEI chairs the Diversity Committee and leads the development and implementation of proactive diversity, equity and inclusion initiatives. The DDEI models a vibrant and authentic Christian faith and worldview consistent with the University’s values and Community Covenant. The DDEI demonstrates an experiential history applicable to the essential duties listed below.

ESSENTIAL FUNCTIONS:

- Actively engage students, faculty, and staff to further behaviors, attitudes, and policies that support diversity, equity, and inclusion in accordance with Jessup’s Community Covenant.
- Collaborate with University stakeholders to assess potential barriers and coordinate opportunities for learning and engagement on issues of cultural competency, gender differences, disability, and other topics designed to increase awareness and support of equity and inclusion values and maintaining compliance with applicable laws.
- Leads the implementation of strategic initiatives related to equity, diversity, and inclusion, partnering with campus leaders, faculty, students, staff, and internal and external constituencies to ensure programming supports Jessup's values and academic and strategic goals.
- Coordinate the development and implementation of recruiting rubrics, outreach and screening methodologies to foster a more diverse and inclusive applicant pool. May participate in the recruiting process for key leadership positions.
- Coordinates with Admissions to foster a diverse student population based on data and related information.
- Coordinates forums, workshops, and training initiatives on cultural competency and building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values for students, faculty and staff.
- Participates as a representative on committees and conversations beyond the University as assigned by the supervisor.
- Partner with the Director of Campus Ministries in advancing the college’s vision for diversity and global engagement in chapel and other venues.

- Keep abreast of the cultural climate and tone on campus in regards to diversity and inclusion and respond to “teachable moments”, cultivating dialogue to deepen understanding about the challenges and realities of diversity and global engagement and escalate to appropriate stakeholders as needed.
 - Models caring relationships with students, faculty and staff through personal interaction and as an effective role model of a Christian life according to the Jessup’s Community Covenant.
 - Other duties as assigned
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QUALIFICATIONS

EDUCATION:

M.A. Degree in a related field required. Terminal degree is preferred.

Experience performing the duties described above may substitute for the education requirement on a year-for-year basis.

EXPERIENCE:

- Experience advancing diversity, equity, and inclusion in a complex organization.
- 3-5 years of relevant experience in student development and intercultural and international programs is strongly preferred
- A background in biblical and theological studies and an understanding of and commitment to Jessup’s priority of diversity and global engagement through the lens of biblical and theological foundations is vital.

SKILLS/ABILITIES:

- Leadership skills
- Ability to coordinate, delegate, and track projects to completion while handling interruptions, etc.
- Analytical skills and ability to interpret data
- Excellent interpersonal skills
- Excellent communication and writing ability.
- A self-starter, relational, detail-oriented and goal-oriented
- Committed to establishing and maintaining positive relationships with students, faculty, and staff, and the general constituency of Jessup.
- Demonstrated culturally competent communication skills.
- Demonstrated commitment to working with and engaging diverse students and colleagues
- Demonstrated Christian faith

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

Work schedules are flexible and event driven. The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

No or very limited exposure to physical risk; light physical activity. While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date