



SKAGIT VALLEY COLLEGE
invites applications for the position of:

Executive Director of Equity and Inclusion

SALARY: \$95,000.00 /Year

OPENING DATE: 12/29/16

CLOSING DATE: Continuous

POSITION SUMMARY:

Skagit Valley College is seeking candidates for the position of Executive Director of Equity and Inclusion. The individual in this position reports directly to the President and will serve on the President's Cabinet.

Skagit Valley College seeks to attract candidates from diverse backgrounds. Nestled between the Cascade Mountains and Puget Sound in the northwest corner of Washington State, Skagit Valley College is located 60 miles north of Seattle and 80 miles south of Vancouver, BC. The successful candidate will value the College's mission and demonstrate a leadership style that complements and enhances the College's ability to serve our diverse communities.

Skagit Valley College was established in 1926 in Mount Vernon. Operating as one college with several campuses and centers, SVC serves Skagit, Island and San Juan Counties with campuses in Mount Vernon and Oak Harbor, centers in Friday Harbor and Clinton, and a Marine Manufacturing and Technology Center in Anacortes. SVC is nationally known for its learning communities and for a strong commitment to student success. Staff and faculty at SVC respect and work effectively with diverse students, colleagues and members of the community in a campus climate that promotes innovative teaching, quality scholarship, and equitable access and educational achievement for all students.

Working closely with the campus community, the Executive Director of Equity and Inclusion will Provide vision, leadership, and planning for diversity, equity and inclusion initiatives consistent with the College's Strategic and Operational Plans.

The successful candidate will value the College's mission and demonstrate a leadership style that complements and enhances the College's ability to serve our diverse communities.

The position requires strategic vision, a collaborative work style, and excellent interpersonal, communication and problem-solving skills. This position works closely with faculty and staff to further the College's mission, vision, and core themes, consistent with the college's guiding principles:

Respect - Integrity - Open & Honest Communication - Collaboration

DUTIES AND RESPONSIBILITIES:

- Provide vision, leadership, and planning for diversity, equity and inclusion initiatives consistent with the College's Strategic and Operational Plans.
- Serve as the primary College resource for the identification and analysis of best practices and national trends related to access, achievement, inclusion, intercultural competencies, diversity, and equity.
- Further develop and utilize the College's Diversity & Equity framework to lead planning and assessment efforts and facilitate the alignment of operational plans with the College's Strategic Plan to focus on equity, inclusion and diversity initiatives.
- Provide leadership and support for the College's Diversity Committee, including the development and evaluation of an annual plan,
- Lead efforts to attain Hispanic Serving Institution (HSI) status.
- Develop meaningful relationships with external populations, including community leaders, civic and grassroots organizations, and federal, state, local and tribal governments.
- Collaborate with other College offices to develop and coordinate outreach and awareness programs with community organizations designed to increase the enrollment and success of traditionally underrepresented student populations.

- Develop an effective communications plan, respond to public inquires, and provide information about the College's diversity, equity and inclusion goals and efforts.
- Serve as a College representative to local educational and non-profit organizations.
- Represent the College at local, state, regional, and national functions, as appropriate.
- Coordinate the regular evaluation of College processes to ensure equitable treatment of students, faculty, staff and external individuals and organizations.
- Collaborate with other College offices to develop practices to attract and retain a diverse workforce.
- Collaborate with Student Services Leadership to develop strategies for promoting equity and inclusion as part of the overall student experience.
- Collaborate with Instruction and Student Services to identify strategies and programs to eliminate access, achievement and aspiration gaps.
- Partner with Human Resources to develop recruitment strategies to attract diverse candidate pools for faculty and staff positions. Assist with training for search committees.
- Partner with Human Resources to develop and implement an employee orientation and training program to promote intercultural competencies and a climate of equity and inclusion.
- Collaborate with the Vice-President of Instruction as an advocate for inclusive pedagogy practices and for the development of courses and curricula that include equity and inclusion and build intercultural knowledge, skills and competencies.
- Collaborate with the Vice-President of Instruction in the development and scheduling of courses that reflect the diversity of the College's student population.
- Collaborate with the Office of Institutional Effectiveness, Planning & Grants to: (1) develop, monitor and analyze measures of institutional effectiveness related to diversity and equity and (2) assist in the acquisition of grant funding to support equity and diversity efforts.
- Formulate and evaluate policies that affirm the College's commitment to an equitable and innovative learning environment.
- Consult with relevant internal and external policy-making bodies to identify necessary actions to ensure accountability on all aspects of inclusion and diversity.
- Serve as a member of the President's Cabinet.
- Serve as a member of the Instruction and Student Services Team (ISST) and other College committees.
- Provide analysis of legislation and regulations related to equity and diversity efforts.
- Lead the *bias incident and hate crime incident* response team and work with the Title IX Coordinator and Student Conduct Officer to ensure coordination with relevant investigations.
- Perform other duties as assigned.

SKILLS AND ABILITIES

The successful candidate will demonstrate skills and abilities to:

- Work collaboratively with senior administrators to promote district-wide consistency and excellence in operations, instruction and student support;
- Work collaboratively with colleagues at all levels in a large, complex institution, as well as with diverse external communities, to facilitate positive and collaborative processes and initiatives coupled with measurable programmatic deliverables;
- Identify, collect and analyze appropriate data in order to assess institutional climate and develop key strategies;
- Foster consensus and commitment to shared governance and collaborative leadership;
- Promote an equitable and ethical campus community in which all feel included and valued;
- Participate effectively in the College's scholarly community and articulate a vision of student success consistent with the College's mission and guiding principles;
- Constructively contribute to the College's strategic priorities;
- Think critically and resolve conflict in a fair and equitable manner;
- Make collaborative decisions based on strategy and evidence;
- Communicate effectively and demonstrate excellent written and oral communication skills.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS

- Earned master's degree from an accredited institution;
- Bilingual (Spanish/English)
- In-depth, contemporary knowledge on issues of access, inclusion, diversity, equity and multiculturalism.
- 5 years of progressive leadership/administrative responsibility within higher education or similar organization;

- Experience developing and delivering training materials.

DESIRED QUALIFICATIONS

- Earned doctorate from an accredited institution;
- Record of successful ability to launch and maintain diversity and inclusivity initiatives in complex environments with a proven track record of success;
- Working knowledge of Title VII and Title IX legal requirements. Thorough understanding of protected classes as described by Federal law.

SALARY, BENEFITS, CONDITIONS OF EMPLOYMENT, APPLICATION PROCEDURE:

SALARY AND BENEFITS

Annual salary rate for this full time 12 month position is \$95,000 and may be subject to change in accordance with legislative mandates. Skagit Valley College (SVC) is a part of the Community and Technical College system established by the State of Washington. Benefits are provided in accordance with state regulations. This is a benefits eligible position as posted. Access information about benefits at <http://www.hca.wa.gov/public-employee-benefits> and <http://www.drs.wa.gov/>

SVC contracts are written annually for the period of July 1 to June 30. The initial contract will be prorated for the remainder of the 2016-2017 contract period.

This position has been determined to be exempt from minimum wage and overtime pay under the administrative and professional employee exemption of the Fair Labor Standards Act and is civil service exempt.

CONDITIONS OF EMPLOYMENT

- Prior to employment, the candidate must pass a criminal background check.
- If hired, you will be required to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country.

APPLICATION PROCEDURE

To be considered for this position, applicants must:

1. Meet the minimum qualifications and;
2. Submit a complete application packet to the online hiring system (NEOGOV) at www.skagit.edu, that includes the following:

- The online application form;
- A current resume (attachment; Resume);
- The names and contact information for a minimum of three professional references (attachment; References);
- A letter of application addressing the responsibilities of this position (attachment: Cover Letter);
- Transcripts documenting undergraduate and graduate coursework and degrees. Unofficial transcripts may be submitted; official transcripts will be required upon employment (attachment: Transcripts);
- A typed, narrative response to the following question: ***Describe the ways in which you have actively engaged and demonstrated a commitment to promoting the success of diverse students or employees.*** Your document should be no more than two pages in length, please. (attachment: Other);

In order to be considered for the position, you must complete the online application in full and attach the required supplemental documents. Failure to provide this information will eliminate you from consideration for this position.

Application Deadline

Applications received by the **Priority Closing date of February 15, 2017** will receive first consideration. Applications received after that date may be considered until the position is filled.

Applications are received through our online hiring program at <http://www.skagit.edu>.

Please be aware that the College hiring authorities reserve the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process.

After you apply

Notifications regarding the status of the recruitment process can be found on the Application Status tab of your online application account. Only candidates selected to interview will be contacted.

APPLICATION ASSISTANCE

If you have questions or require special accommodation you may contact Helen.Kane@skagit.edu or call 360-416-7954 Monday through Friday 8 to 5 Pacific Time. For questions regarding our recruitment program you may call Neogov Applicant Tech Support at 855-524-5627 from 6 to 6 PST.

ADDITIONAL INFORMATION

SVC Annual Security Report - The U.S. Department of Education and the federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all colleges to provide information to current and prospective students and employees about campus safety policies, procedures and statistics on certain crimes, including hate crimes, domestic violence, dating violence, stalking and sexual assault. We are required to report our campus security information and statistics in an Annual Security Report, which is updated annually each October. All prospective employees may obtain a copy of the Annual Security Report from the Human Resources Office by calling (360) 416-7954 or by accessing the Report at: <http://www.skagit.edu/googlesearch.asp?gs=Annual+Security+Report>

Retirement -The Washington State Board for Community and Technical Colleges offers information regarding Skagit Valley College retirement programs at: <https://www.sbctc.edu/colleges-staff/my-employment/retirement.aspx>

Healthcare - Washington State Health Care Authority provides benefit information for employees of Skagit Valley College at: <http://www.hca.wa.gov/public-employee-benefits>

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment. Applicants with disabilities who require assistance with the recruitment process should call (360) 416-7954. A telecommunication device for the hearing impaired is available at (360) 416-7718. All documents submitted as part of the application package become the property of the College and will not be returned.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.skagit.edu>

Position #16-088
EXECUTIVE DIRECTOR OF EQUITY AND INCLUSION
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2405 E College Way
Mount Vernon, WA 98273

employ@skagit.edu

Executive Director of Equity and Inclusion Supplemental Questionnaire

- * 1. Do you have a Master's Degree? This is a minimum requirement for this position.
- * 2. Are you bilingual in Spanish and English? This is a minimum qualification for this position.
- * 3. Have your application materials clearly discussed your in-depth, contemporary knowledge on issues of access, inclusion, diversity, equity and multiculturalism?
 Yes No
- 4. Have your materials clearly described your five years of progressive leadership and administrative responsibility within higher education or a similar organization?
 Yes No
- * 5. This position will be responsible for training related to equity and intercultural competence. Have your materials described your experience in developing and delivering training materials?
 Yes No

- * 6. I have attached my educational transcripts (Attachment: Transcripts), as well as a document with my narrative response to the following question; Describe the ways in which you have actively engaged in and demonstrated a commitment to promoting the success of diverse students or employees. (Attachment: Other)

Yes No

- * 7. I am aware that a satisfactory result from a background check will be required prior to employment.

Yes No

- * Required Question