

Unit: Chancellor's Office
Working Title: Diversity Programs and Education Specialist
Classification: PSS Grade K
Supervisor: Assistant Chancellor and Campus Diversity Officer – Staff and Students
Positions Supervised: None

Note: Position End Date is 12/31/11 with a possibility of extension.

Summary Statement

The Diversity Programs and Education Specialist (DPES) reports to and works under the supervision of the Assistant Chancellor and Campus Diversity Officer – Staff and Students. The DPES has primary responsibility for all education, programming, outreach, and training programs designed to promote diversity and build an inclusive campus climate. The DPES plans, coordinates, and delivers diversity, inclusion and EEO/AA themed training. In response to education programs, the incumbent may hear reports on a variety of issues and must be able to assist individuals making reports with appropriate interventions, make referrals and provide information about campus policies, Principles of Community and campus procedures. The DPES must be able to assess needs and plan education and training programs accordingly.

In addition, the DPES will disseminate information on the UC Policy on Sexual Harassment, the UCSC Policy on Sexual Assault, and issues of sex discrimination within the university community. These programs and materials will be offered to academic and staff employees, student employees and graduate and undergraduate students. The DPES has responsibility for presenting, implementing, tracking and/or facilitating sexual harassment prevention training and other programs mandated by the UC Office of the President, and state and federal law.

In addition to education, programming, and training related duties, the DPES is responsible for drafting departmental communications, EEO/AA and Title IX website development and maintenance, and other special projects as assigned.

Statement of Duties

The duties described and the percent effort assigned require reasonable flexibility, balancing heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another, consistent with changing needs of the Assistant Chancellor and Campus Diversity Officer – Staff and Students, and the needs and demands of the campus.

85% Education, Programming, and Training

Teaches and facilitates diversity education and training programs.

Researches, evaluates, and recommends instructional materials for development, distribution, purchase, and or rental.

Conducts ongoing evaluation of the effectiveness of education and training programs.

Keeps abreast of literature and resources in areas of education and training.

In coordination with the Title IX Director, develops, implements and coordinates sexual harassment, sexual assault, and sex/gender discrimination education programs to individuals, groups and UCSC units.

Develops and implements diversity, inclusion and EEO/AA themed training.

Assesses needs and plans education and training programs accordingly.

Networks with campus departments, other UC campuses and UC Office of the President to coordinate and/or develop education opportunities.

Actively seeks opportunities for co-sponsoring programs with other campus units.

Promotes use of training through appropriate means (flyers, e-mail, advertisements, etc.).

Prepares reports for the Assistant Chancellor and Campus Diversity Officer – Staff and Students and the Title IX Director regarding training activities.

Develops and implements appropriate interventions, makes appropriate referrals and provides information about campus policies and procedures for issues that arise during training sessions or during other communications with campus units or individual employees.

Identifies, evaluates and recommends internal and external funding and resources to support training activities.

10% Analysis & Administrative Responsibilities

Has primary responsibility for the development/design and oversight of production of diversity related and Title IX outreach materials – (brochures, flyers etc.) and for development and maintenance of Title IX and EEO/AA websites.

Collaborates in the writing and production of annual reports for the Assistant Chancellor and Campus Diversity Officer – Staff and Students and the Title IX Director.

Works collaboratively with Title IX and EEO/AA office staff in creating and maintaining statistical data for the offices.

Upon request from the Assistant Chancellor and Campus Diversity Officer – Staff and Students or Title IX Director, drafts department communications as they relate to this position.

Performs other duties within specific areas of strength as assigned.

5 % Special Projects

Under the direction of Assistant Chancellor and Campus Diversity Officer – Staff and Students undertakes special projects as assigned. Special projects may be broad in scope and may affect various units throughout the campus. These projects may involve working alone or coordinating efforts with a team or with other interested parties.

Qualifications

Required

Competencies:

Intellectual (articulate, organized)

Interpersonal (diplomatic, ethical, collaborative, networking skills)

Motivational (continuous learner, results driven, displays initiative)

Skills, Knowledge, and Abilities:

1. Strong and effective presentation and training skills and ability to prepare, organize and present education programs to individuals and groups. Demonstrated skill in presenting complex and emotionally charged material in understandable and usable ways. Knowledge of current issues in teaching effectiveness including methodologies used in adult learning.
2. Skill and sensitivity to interact with diverse constituencies of various ethnic, social, cultural, economic and educational backgrounds in order to identify, investigate and facilitate problem resolution and to educate members of the University community effectively.
3. Demonstrated ability to exercise independent judgment in the development, implementation and evaluation of education programs which address the needs of a diverse population of students and academic and staff employees.
4. Ability to recommend appropriate interventions, make referrals and provide information regarding campus policies, and procedures.
5. Strong analytical, research and organizational skills. Ability to interpret policies and procedures.
6. The ability to assess and negotiate complex, highly sensitive situations. Strong skills in and working knowledge of problem-solving and mediation techniques.

Commitment to principles of fairness and respect. Ability to maintain neutrality in the face of resistance, indifference, and or hostility.

7. Ability to maintain confidentiality and exercise discretion.
8. Ability to establish and maintain productive working relationships with campus administrators, staff, academic employees and students. Ability to assist or consult with administrators, staff or academic employees in assessing procedural, policy or ethical concerns in complex matters.
9. Skill in writing concise, logical and grammatically correct analytical reports and correspondence to convey complex and sensitive issues.
10. Computer skills and knowledge appropriate to carry out duties of the position including but not limited to: word processing, spreadsheets, websites, and databases.
11. Time and project management skills; ability to set priorities and complete multiple and complex projects under pressure of deadlines; working independently or in collaboration with others. Flexibility, willingness and ability to accept and successfully perform on a wide scope and variety of assignments.

Preferred

12. Subject knowledge in some or all of the following areas: sexual harassment, sexual assault, sex/gender discrimination, diversity and inclusion, EEO/AA related employment law topics and discrimination.
13. Spanish language fluency.

Employee Signature