

DECEMBER 2021
FLSA: EXEMPT
SALARY GRADE: Y
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEAN OF COLLEGE EQUITY, INCLUSION, AND ENGAGEMENT

BASIC FUNCTION: Under the direction of the area administrator, advises the president and college leadership, and stakeholders on diversity, inclusion, and engagement; collaborates with college stakeholder groups to plan and deliver programs and services that address the needs of students from diverse backgrounds, and develop an anti-racist, and culturally responsive and inclusive culture for all members of the college community.

SUPERVISORY RESPONSIBILITIES: Provides direct supervision to assigned District personnel.

REPRESENTATIVE DUTIES (Illustrative Only): The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Collaborates with both formal and informal/grassroots constituent groups, leaders, and stakeholders from across the college in order to plan and deliver programs and services that address the needs of students from diverse backgrounds, and ensures effective processes and procedures that facilitate dialogue and strengthen a campus climate of respect, innovation, and commitment to social justice.
2. Meets with college leadership and stakeholder groups to support all facets of the college's Diversity, Equity, and Inclusion (DEI) efforts; collaborates with the Center for Social Justice to create equity-focused civic engagement initiatives with external stakeholder groups.
3. Supports internal programs and Engagement Centers in the implementation of Guided Pathways efforts promoting student success; collaborates with college stakeholders in the implementation of the campus equity framework, including short and long-term goals, objectives and strategies for campus-wide DEI in alignment with District and college's mission, values, plans, and strategic directions.
4. Supervises, coordinates, and directs the work of faculty-led Engagement Centers, civic and community engagement, and related initiatives to support community centered inclusion and diversity efforts.
5. Participates in all levels of the college's shared governance and decision-making structure to center equity, anti-racism, inclusion, and engagement; identifies and creates professional development tools to increase intercultural competency.
6. Coordinates and collaborates with campus and District constituencies in equity-related projects, programs, activities and initiatives, including instructional and student services divisions, shared governance groups, Human Resources & Employee Relations, and Professional Development.
7. Convenes and facilitates the college's Student Equity Committee, Guided Pathways Committee, and Diversity Committee with equity leaders; in coordination with District-wide student success programs, develops, implements, and evaluates the college's Student Equity Plan to eliminate achievement and equity gaps, and build a more equitable college environment.
8. Works with Institutional Effectiveness, Planning & Development, and appropriate offices, to develop and implement college equity, inclusion, and engagement climate survey assessment processes; directs the

assessment of campus diversity and cultural initiatives, and supports data collection, reporting, and stakeholder engagement of assessment procedures, results, and next steps based on data.

9. Works with campus department/work unit leaders to identify diversity and equity needs, develops strategic plans and initiatives addressing needs, and implements or assists in the implementation of such plans.
10. Develops and monitors budgets and expenditures for areas of responsibility, including categorical funds; researches and approves expenditures for services, supplies, and equipment; works with appropriate staff to prepare reports required by college, District, state, and federal agencies within areas of responsibility
11. Works with the Office of Institutional Effectiveness to analyze existing data, or develop tools to capture data related to equity initiatives; utilizes and analyzes data to address enrollment, retention, and persistence gaps amongst marginalized student populations.
12. Guides and supports individuals, departments, and programs in identifying policies, practices, and other factors that result in inequitable outcomes; utilizes evidence-based practices and interventions to modify or replace existing policies to improve student success outcomes.
13. Collaborates with faculty to support equity-focused faculty development; works with faculty and others responsible for state, federal, Foundation, and other grants to ensure monies are appropriately expended on equity efforts.
14. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

Knowledge Of:

1. Administrative procedures and practices at the college level.
2. Appropriate and relevant state and federal codes, statutes and regulations including Title 5 of the California Code of Regulations and Education Code, Americans with Disabilities Act (ADA) compliance regulations, and other relevant categories.
3. Guided Pathways Framework.
4. Historical and structural roots of identity and inequality amongst traditionally marginalized groups;
5. Methods, strategies, and tactics to coach, mentor, and facilitate diversity, equity, social justice, and multicultural education initiatives.

Ability To:

1. Understand, be sensitive to, and have respect for the diverse academic, socioeconomic, cultural, ethnic, religious, backgrounds of community college students, faculty, and classified professionals in a large and complex organization;
2. Develop K-12 partnerships that increase readiness of incoming students and ease their transition to the college.
3. Ensure clear communication to all internal and external constituents regarding the available student success pathways and expectations for achievement.
4. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
5. Be creative and innovative in administering and leading programs and services.
6. Communicate effectively both orally and in writing.
7. Plan, supervise, and evaluate the work of others;

8. Work without close supervision and as an effective team member in a collaborative work environment with demonstrated commitment to the values inherent to a culturally diverse workplace.
9. Provide strong leadership and communication, motivational, interpersonal, and team building skills;
10. Leverage expertise and competency to influence and promote equity efforts.

Education and Experience: A master's degree, from an accredited institution in one of the disciplines taught at the college and five years of academic or student services experience in higher education with a focus on equity, engagement, inclusion and diversity, with three years serving as a department chair, director, coordinator, or the equivalent leadership role.

A doctorate from an accredited institution is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

CONTACTS: Executive, academic, professional and administrative offices and personnel within the college/District and, in the external environment, to have critically important contacts and relationships with college and high school administrators, counselors and students. The Dean is expected to collaborate with academic and student services departments to contribute to the efforts in educating, serving and retaining students of all ages and genders, and from culturally, ethnically, and socio-economically diverse backgrounds.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 15 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.