

Associate Director for Diversity and Inclusion Education -
Provosts Office
Tufts University

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Posted Dec. 21, 2022, set to expire Dec. 31, 2023

Job Title	Associate Director for Diversity and Inclusion Education - Provosts Office
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 21, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Multicultural Affairs/Diversity Multicultural Affairs/Diversity
Job Website	https://jobs.tufts.edu/jobs/18023?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The [Office of the Provost](#) is responsible for setting and guiding institutional and budgetary priorities that advance the University's academic mission. Together with deans and senior administrators, the Provost directs and supports the partnerships, collaborations, and planning initiatives on four Massachusetts campuses and an international center in Talloires, France.

The Office of [Diversity, Equity, Inclusion and Justice](#) (DEIJ) is one of eight offices within the Office of the Provost. The Office leads a number of programs and initiatives in support of DEIJ and Antiracism

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efforts that provide strategic vision and oversight for diversity and inclusion across the university. The foundational values that are core to the Tufts ethos include authenticity, civility, dignity, humility, open-mindedness, curiosity, excellence, social justice and a sense of belonging.

What You'll Do

This is a one year limited term position.

The Office of the Provost is committed to diversity and inclusion and recognizes that the need to develop educational opportunities regarding power, privilege, uniqueness and the ways we as a community co-exist. To address this need, preparation centered around unconscious/implicit bias, anti-racism, restorative justice, Whiteness, anti-Blackness, bridging cultural gaps, sensitizing about LGBT and disabled community, etc. need to be implemented. We aim to be racially conscious and demand racial equity as well as raising consciousness for all historically silenced and marginalized groups.

This position directly supports the Director of DEI Programming and will partner with the Associate Directors for Diversity and Inclusion Education across all Tufts University campuses. This consultative position will be dedicated to the intersectionality between race, cultural responsiveness, and social justice. The expected outcome of this preparation is to establish the Tufts community of faculty, staff, students and alumni as a group of individuals committed to each other's success, health and wellbeing.

- Develop a university-wide training and development agenda to improve the overall cultural competence and capacity of the Tufts community members
- Provide consultation of institutional programs that promote a culture of inclusion and mutual respect
- Harness a spectrum of learning so that all Tufts community members experience a sense of belonging
- Collaborate with Tufts stakeholders to plan, develop and implement these trainings
- Facilitate and deliver curriculum effectively
- Use feedback and evaluation outcomes to modify curriculum and engage in continuous improvement
- Act as a credible and trusted thought partner, influencer, advisor, change manager who facilitates the adoption of necessary change at all levels of the organization through a data-driven and engaging interpersonal approach
- Manage pipeline programs and support other functions and programs, as needed

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What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through a completion of a Bachelors degree and 3+ years of experience in leading and managing diversity, equity, and inclusion programs, preferably in a university setting
- Demonstrated understanding of and support for key precepts in diversity and inclusion training such as: critical race theory, feminism, queer theory, privilege, protected classes, micro-aggressions, cognitive empathy, nonviolent communications, or related areas
- Subject matter expertise in diversity and inclusion, unconscious bias, talent development, and organizational development, ideally within a global environment
- Previous experience in curriculum development and/or delivery of impactful presentation materials tailored to the needs of a wide range of audiences
- Demonstrated ability to apply appropriate assessment tools to evaluate the outcome of the curriculum
- Exceptional written and verbal communication skills

Preferred Qualifications:

- Masters degree
- Skills and experience working in higher education or with higher ed clients

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact