

Assistant Dean for Diversity and Inclusion
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=202196>

Downloaded On: Sep. 30, 2023 3:32am

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

Job Title	Assistant Dean for Diversity and Inclusion
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 Dean
Academic Field(s)	Multicultural Affairs/Diversity
Job Website	https://jobs.tufts.edu/jobs/18318?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Graduate School of Arts and Sciences (GSAS) Dean's Office supports the vision and strategy of the Graduate Dean and strives to create an intellectually engaging experience for the graduate students. The office interacts with all administrative units that touch graduate students, including academic affairs, admissions, student affairs, and development. The office oversees the admission of students to all graduate degree programs, awards scholarships, fellowships, and teaching assistantships in consultation with academic departments, and reviews academic standing and policies governing all graduate students in Arts and Sciences. The office also oversees curriculum changes across and development of new graduate programs, as well as develops and implements Academic and professional development programs for graduate students.

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What You'll Do

The Assistant Dean for Diversity and Inclusion develops and implements policies, practices, and procedures that increase graduate student diversity, enhance inclusion among key constituents, and facilitate the continued equitable implementation of admissions, hiring, other policies and procedures for graduate students.

Essential Functions

For Graduate School of Arts and Sciences:

- Provides leadership and vision for strategic DEIJ priorities, activities, and initiatives at GSAS
- Represents GSAS on university and school diversity and inclusion committees as assigned
- Oversees and implements GSAS pledge to become an anti-racist school including ongoing revisions to processes and systems
- Enhances inclusive communications and climate for the GSAS constituency and between GSAS and the broader Tufts community
- Serves as a first point of contact for GSAS constituencies that have concerns, need guidance, and have programmatic ideas related to DEIJ
- Works closely with the CDO, CELT, and education and training staff to serve GSAS needs
- Works with the Corporate and Foundation Relations Office (CFR) with regard to school level initiatives involving outside partnerships
- Collaborates with Admissions to strengthen our recruitment pipelines, processes, and outreach with the goal of increasing our student body's compositional diversity
- Collaborates with Admissions to design and develop affiliation agreements with MSI, HBCUs, and other partnerships
- Collaborates with Admissions to recruit from McNair and other lists and programs for under-represented groups
- Collects and analyzes data related to our different initiatives to ensure we are upholding our DEIJ and anti-racist commitments
- Continually audits our processes and systems to ensure we uphold our DEIJ and anti-racist commitments

For the School of Arts and Sciences:

- Working with other A&S ADDIs provides leadership for the implementation and monitoring of the A&S DEIJ strategic plan
- Represents A&S on university and school diversity and inclusion committees as assigned

For Students & Alumni:

- Develops and implements strategies to increase the number of named fellowships in collaboration with CFR
- Oversees, organizes, and runs the following existing programs:
 - Community Fellows
 - Graduate Leadership in Diversity and Equity
- Provides leadership to develop new programs for students and alumni or revise existing ones as needed in DEIJ areas

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- Reviews, designs, and implements DEIJ-centered professional development opportunities for GSAS students
- Collects and analyzes data related to our different programs to ensure we are upholding our DEIJ and anti-racist commitments
- Provides support and leadership for student academic standing and grievance cases when needed

For GSAS curriculum:

- Provides leadership for the continuous review of curriculum and admissions criteria
- Regularly reviews admissions, exit survey, and annual survey data to provide input regarding strategic directions for GSAS
- Provides feedback to departments and programs on the results of these reviews

For Community:

- Designs, organizes, oversees, and implements monthly DEIJ Community Dialogues

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Master's degree in a related field and 5 -8 years of experience in role supporting diversity and inclusion efforts in the workplace.
- Demonstrated understanding of, and support for, key precepts in diversity and inclusion including critical race theory, feminism, queer theory, privilege, protected classes, micro-aggressions, cognitive empathy, nonviolent communications etc.
- Subject matter expertise in diversity & inclusion, unconscious bias, talent development, and organizational development within a global environment.
- Influence and consultative
- A track record of leading and managing
- Results oriented and data-driven, able to gather relevant data to measure the impact of educational interventions.
- Dedication to continuous improvement and
- Strong programming experience
- Feedback and coaching skills
- Strong written and verbal communication skills with ability handle broad-based complex information across departments with university-wide impact, present to diverse audiences and negotiate, motivate, and persuade others.
- Collaborative with service
- Demonstrated analytical and problem solving
- Experienced developing solutions using substantial creativity, resourcefulness, innovation, negotiation, and diplomacy

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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