

Associate Provost for Inclusive Staff and Administrative
Excellence
Tufts University

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Posted Feb. 2, 2024, set to expire Dec. 31, 2024

Job Title	Associate Provost for Inclusive Staff and Administrative Excellence
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Human Resources Administration - General
Job Website	https://jobs.tufts.edu/jobs/20121?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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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 the Tufts European Center in Talloires, France and the surrounding region. This team champions and integrates educational and research activities across the university and ensures programs are of the highest quality by working closely with faculty, staff, alumni, and students. The Office of the Provost oversees the university's education, research, faculty affairs, innovation, and diversity, equity, inclusion, justice, and accessibility operations.

This is an exciting time to join Tufts University in the Office of Institutional Inclusive Excellence (OIIE). Formerly the Office of the Vice Provost for Diversity, Equity, Inclusion, and Justice (DEIJ), the [Office of Institutional Inclusive Excellence \(OIIE\)](#) revealed its new branding, as well as its goals and vision with the Tufts community on October 26th. Under the leadership of Monroe France, the Vice Provost for Institutional Inclusive Excellence, the Office provides strategic vision and oversight for diversity, equity, inclusion, justice and accessibility across the university

What You'll Do

The Associate Provost for Inclusive Staff and Administrative Excellence works under the direction of the Vice Provost for Institutional Inclusive Excellence and is responsible for developing a university-wide strategy to advance inclusive excellence for staff and administrators across the institution. Develops inclusive learning and development programs for staff at all levels and creates mentorship and leadership programs for underrepresented staff. Partners with Human Resources to develop inclusive hiring resources and leadership competencies and works closely and consults with school leadership to create more inclusive workplace environments for staff across the schools. Partners closely with Inclusive Learning and Restorative Dialogues Program Directors to create inclusive and equity minded leadership development and dialogue programs for staff.

Responsibilities include:

- Develops and implements a university-wide strategy to advance inclusive excellence for staff and administrators at all levels across the university
- Creates and manages staff inclusive mentorship and leadership programs, including for underrepresented staff
- Works closely with Human Resources to develop programming for staff; create inclusive hiring resources, inclusive leadership and management competencies, as well as trainings for staff searches

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- Consults and partners with the school Executive Administrative Deans and Assistant/Associate Deans of Diversity (ADDI) to develop school-based inclusive programs and leadership development opportunities for staff
- Develops university-wide and campus-based engagement and community-building opportunities for underrepresented staff
- Oversees the programmatic and community engagement activities of the office
- Provides consultation on related inclusive excellence matters to university leaders, managers, and to schools
- Partners with the Inclusive Learning and Development Program Director to create online learning modules and resources
- Serves as a support and consult to staff especially those from underrepresented backgrounds
- Determines strategic assessment and evaluation metrics

What We're Looking For

Basic Requirements:

- Knowledge and skills and typically acquired through completion of a Masters degree (or equivalent) in higher education, diversity and inclusion, management or related fields
- Minimum of 5 years of professional experience
- Experience in areas including diversity and inclusion, HR and people development, managing budgets, curriculum development, teaching and training, and assessment experience
- Strong communication and writing skills

Preferred Qualifications:

- Minimum of 7 years of professional experience in inclusive staff development and learning
- Previous experience in building and implementing inclusive staff and administrative excellence programs

Pay Range

Minimum \$124,100.00, Midpoint \$155,150.00, Maximum \$186,200.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect



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pay between the minimum and midpoint of the range.

Contact Information

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

Contact