



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Director of Diversity, Equity, Inclusion, and Justice

Location: Erie

Department: Mission

Reports To: Vice President for Mission

Full/Part Time: Full Time

Classification: Administrative

Closes: *Open Until Filled*

SUMMARY

The Director of Diversity, Equity, Inclusion, and Justice (DEIJ) advises and supports employee and student learning, reviews policies and practices, supports co-curricular programming, and leads and supports initiatives centered on the Critical Concerns of the Sisters of Mercy and the core values of the university. The director of DEIJ works within the mission area of the university in close collaboration with the Multicultural and Inclusion Coordinator. The director of DEIJ engages with faculty, students, staff/administration, trustees, alumni, and other external stakeholders to support and achieve the university's strategic DEIJ goals and commitments.

DUTIES AND RESPONSIBILITIES

- Serve the lead agent for advancing the university's DEIJ strategic plan while regularly prioritizing strategic actions connected to this plan
- Serve as the lead agent for the President's Advisory Council for DEIJ, including periodic meetings with the president and monthly meetings with the advisory council
- Serve as the lead agent for the university's Bias Activity Reporting Process
- Work closely with the multicultural and inclusion coordinator, community engagement staff, international student support offices, relevant faculty, and various administrators
- Collaborate with community engagement staff to nurture relationships with key DEIJ partners in the regional community
- Facilitate DEIJ presentations and discussions for employees, including new employee orientation sessions; periodically facilitate presentations and discussions for trustees and other stakeholders
- Facilitate periodic Zoom meetings among DEIJ officers at the colleges and universities within the Conference for Mercy Higher Education

- Create and regularly use methods for communicating DEIJ updates to various stakeholders in the campus community
- Explore and apply for relevant grant funding and seek and foster partnerships as appropriate
- Participate in university committees and initiatives as assigned
- Assist with managing the department budget and periodic grant-funded projects
- Compile data for evaluation and assessment
- Complete special projects and fulfill other duties as assigned

EDUCATION AND EXPERIENCE

A master's degree in a related field is strongly preferred, bachelor's degree is required; prior experience in higher education is preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to develop collaborative partnerships between and among diverse groups of people
- Commitment to cultivating social responsibility, cultural awareness, and an ethic of civic engagement, both personally and professionally
- Demonstrated ability in developing, facilitating, and leading meetings and training experiences
- Proven ability in planning, implementing, and managing special events, including budgeting
- Proven ability to work collaboratively in a highly interactive environment
- Excellent organizational, oral, and written communication skills
- Possess the ability to communicate effectively with various stakeholders within the university and the broader community
- Ability to work some evenings and weekends and to travel periodically
- Outstanding personal and professional integrity and a willingness to support the Catholic, Mercy Mission of the university

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
 Mercyhurst University
 501 East 38th Street
 Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.