



DOANE UNIVERSITY

Diversity, Equity and Inclusion Specialist

Position Summary:

The Diversity, Equity & Inclusion Specialist will serve as a collaborative, visionary, accessible, and influential strategic DEI leader, working with the Doane community—students, faculty, staff, alumni, trustees, and university partners—to expand organizational capacity to develop, implement, and support evidence-based strategies that drive diversity, equity, inclusion, belonging, retention, and engagement. The DEI Specialist also coordinates the investigation and resolution process of matters arising under Title IX and the university’s policies against discrimination, harassment, and retaliation.

Reporting to the Vice President, Division of Diversity, Equity & Inclusion with a dotted line to the Director of Human Resources, the DEI Specialist will be a DEI subject matter expert who will serve a key role in Doane University’s ongoing establishment, implementation, and measurement of comprehensive DEI initiatives and outcomes across university units and a leader in university compliance with Title IX and state and federal policies addressing discriminatory practices.

Essential Job Duties:

Campus Collaboration and Consultation

- Partner with campus leaders to identify, report, and address disparities in all areas (i.e. access, educational outcomes, policies) across diverse populations and measure progress towards reducing and eliminating equity gaps
- Collaborate with a team to conduct and analyze our annual DEI Campus Survey and other assessments, helping with data collection and analysis functions in an effort to disaggregate data across identities, outcome metrics, stakeholders, and levels of units throughout the university
- Support the Vice President for DEI in management of high level projects, composing and delivering multi-stakeholder communication from the division, research, and relationship support functions
- Support the Division of DEI and HR in workforce planning initiatives, with a focus on recruitment, retention, promotion, and support of diverse talent across the university
- Engage in effective partnerships and collaborations that increase capacity among university offices, departments, colleges, and divisions to achieve unit-level diversity, equity, inclusion, belonging and engagement outcomes
- Support university unit leaders in decentralized DEI strategic planning efforts
- Serve as a support and resource to university faculty and staff seeking assistance related to pedagogies, curricula, and best practices that advance diversity, equity and inclusion, and offer support on how to incorporate these into their curricular and co-curricular activities.

Training, Education, and Programming

- Facilitate training and education opportunities (i.e. Doane Dialogues Series) for students, faculty, and staff on matters of diversity, equity, inclusion, belonging, and engagement, including orientation-related sessions, and other leadership and professional development workshops and presentations from the Division of DEI and HR
- Serve as a champion to students, internal and external teams including affinity groups, faculty, and staff seeking education and overall DEI support (i.e. lead 1:1 tailored intervention to eliminate barrier in the way of student success)
- Lead the Inclusive Scholars Program—a scholarship and cohort-based model of undergraduate residential students learning and growing together as the next generation of inclusive scholars and leaders
- Support the Vice President for DEI with the Inclusive Excellence Leadership Program—the inaugural cohort launched spring 2022 and is cultivating inclusive leadership within Nebraska’s nonprofit organizations and faculty, staff, and students at Doane, empowering participants to unleash their inclusive leadership potential to create long-term value for themselves, their teams, and communities.

Compliance Oversight

- Provide ongoing consultation with University stakeholders regarding Title IX requirements, compliance and grievance resolution
- Provide resource referrals to students and staff involved in investigations.
- Cultivate relationships and collaborate with a variety of campus partners to ensure Title IX policies are communicated to all constituencies
- Remain knowledgeable of federal and state law and regulations, and trends within higher education related to harassment and discrimination to identify and integrate best practices
- Organize and maintain all training and complaint records
- Coordinate the investigation and resolution process of incidents and complaints under Title IX and other non-discriminatory policies
- Advise impacted parties and respondents of their rights
- Ensure a fair, timely, and well-documented investigative process; maintain accurate and thorough records and notes of the investigatory process
- Track trends, reports, and help address systemic problems relating to complaints

Qualifications:

- Master’s degree and/or other advanced degree strongly preferred
- Minimum of 3 years working directly in a diversity, equity and inclusion role
- Belief in Doane University’s mission and Division of DEI values: authenticity, compassion, courage, curiosity, impact, integrity, justice, and relationships
- Experience in Title IX compliance preferred
- Professional experience conducting investigations preferred
- Experience working with people during high conflict situations
- Knowledge of state and federal policies focused on addressing discriminatory practices, including Title VI and Title VII and other applicable laws and regulations preferred
- Knowledge of a broad range of emerging diversity, equity, and inclusion theories, issues, models, identity and background dimensions, and practices
- Proven ability to lead diversity, equity, and inclusion efforts in complex organizations
- Experience developing, implementing, and evaluating strategic plans and curricula
- Deep sense of commitment to our students, faculty, and staff and a genuine excitement in supporting stakeholders in achieving their goals in a team-based environment

- Experience with quantitative and qualitative research methods preferred
- Strong competencies in prioritization and organization, and measuring progress among various initiatives
- Excellent interpersonal skills and written and verbal communication
- Ability to work with a multi-stakeholder community of students, faculty, staff, trustees, alumni, and community members
- Demonstrated ability to lead, collaborate, problem solve, and inspire individuals with differing interests and perspectives
- Ability to handle confidential and sensitive situations and matters with diplomacy and sound judgment
- Ability to deliver culturally responsive presentations and trainings in an engaging manner
- Ability to celebrate progress and stay resilient during challenging situations