

Justice, Equity, Inclusion, & Diversity Education Specialist

Office of Equity & Justice | Occidental College | Los Angeles, CA

Occidental College invites applications for the new position of Justice, Equity, Inclusion, & Diversity (JEID) Education Specialist, with an anticipated appointment to begin in June 2022.

Position Summary

[Occidental College](#) (Oxy) is a nationally recognized small liberal arts college in the vibrant Eagle Rock neighborhood of Los Angeles, CA. The mission of the College is to provide a gifted and diverse group of students with a total educational experience of the highest quality. This mission is anchored by four cornerstones: excellence, equity, community, and service. The [Office of Equity & Justice](#) (OEJ) leads college-wide and strategic level diversity, inclusion, and equity work by engaging in justice-orientated collaborative action with everyone in the Oxy community.

As the new JEID Education Specialist, you would make a deep and positive impact in the lives of hundreds of students, faculty, and staff. You would work closely with the Vice President for Equity & Justice as an integral member of the office. You would develop and oversee a comprehensive professional development and learning program to support the JEID goals of the College. You would provide JEID resources, knowledge, training, workshops, and support for faculty, staff, and students to create an inclusive campus environment for all community members and to help ensure the success of all students, particularly those from marginalized and minoritized groups.

Your Day-to-Day

- Lead the development of a multi-faceted JEID professional development and learning program customized to meet the needs of campus constituencies, particularly faculty and staff
- Partner with various departments and campus units across campus (e.g. Intercultural Community Center, Athletics, and Center for Teaching Excellence) on JEID learning opportunities for faculty, staff, and students
- Design, develop, and implement in-person, virtual, and web-based training curricula to meet the various learning styles of constituents
- Create and sustain a comprehensive education program evaluation and assessment process
- Prepare reports for the College related to JEID learning and professional development
- Prepare grant proposals related to JEID learning opportunities
- Participate in OEJ staff meetings and contribute to the leadership of the office
- Contribute to OEJ communications, website, and social media
- Support the implementation of the College's Equity & Justice strategic plan
- Serve on the Council for Equity & Justice
- Perform other duties as assigned

What You Bring

Required Qualifications

- Bachelor's degree or equivalent in a relevant field of study such as education, education technology, instructional design, diversity / equity studies, social justice, or related field
- Five years of relevant professional experience
- Passion for JEID in higher education
- Demonstrated cultural humility and understanding of the diverse backgrounds of the College's students, faculty, and staff
- Extensive, in-depth knowledge of JEID-related topics

- Demonstrated understanding of racial inequities and challenges faced by racially minoritized and economically disadvantaged groups
- Demonstrated ability to develop and implement professional development and learning programs
- Outstanding interpersonal skills and high emotional intelligence, including discretion and confidentiality and the ability to engage, motivate, and sustain relationships
- Excellent public speaking and facilitation skills
- Well-developed written and oral communication skills
- Excellent computer literacy and knowledge, including internet, MS Office, and Google Apps
- Additional computer software skills, such as Adobe Creative Suite, Qualtrics, etc.
- High degree of accuracy and attention to detail
- Strong organizational skills and work ethic

Preferred Qualifications

- Master's degree or equivalent in a relevant field
- Demonstrated ability to build a multi-faceted community collaboration from the ground up
- Demonstrated ability to work as a member of a high-level administrative team
- Experience in a higher education setting

How to Apply

Please submit a **1) resume, 2) a cover letter, and 3) a one-page statement on your commitment to JEID** to resumes@oxy.edu. You must submit a complete application package to be considered for the position. In your cover letter, explain how your skills and experience meet the qualifications of the position. In your JEID statement, describe your past and present contributions to justice, equity, inclusion, and diversity in your professional career. The purpose of this statement is to help in identifying candidates who have professional experience and willingness to engage in activities that would help Oxy contribute to our mission in these areas. **Application review will begin on May 2, 2022.** To be assured full consideration, please submit your application materials by June 3, 2022.

Additional Information

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply

The salary range for this position is \$70,000-79,000, and includes a comprehensive benefits package that contains: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>. This is an in-person position with the possibility of occasional remote work.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu). As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.