



Position Description

Position Title: Vice President for Diversity, Equity, and Belonging and Executive Director, Downtown Campus

Division: Diversity, Equity, and Belonging

Department n/a

Summary and Purpose of Position:

Reporting to the College President, the Vice President for Diversity, Equity and Belonging and Executive Director, Downtown Campus serves as a member of the President's Cabinet, and through the lens of student engagement, belonging, and success, this VP brings experienced and collaborative leadership as well as a strategic vision to the College, serves as the College's Chief Diversity Officer (CDO), oversees specific functional areas, and oversees Downtown Campus services and operations.

To minimize redundancy, the following departments will report to the Vice President for Diversity, Equity and Belonging (VP DEB): Global Education and International Services (GEIS), Human Resources, the Educational Opportunity Program (EOP), and Veteran Services.

Strategic Leadership (SL): Develops, in collaboration with internal and external stakeholders, a strategic vision that recognizes diversity, equity, and inclusion as critical components of MCC's commitment to ensure the success of its students, faculty, and staff, and executive staff leadership.

- Serves as the College's Chief Diversity Officer and is the liaison to SUNY's Chief Diversity Officer and the statewide CDO network.
- Oversees, implements, evaluates, and updates periodically the College's Strategic Diversity, Equity, and Inclusion Plan.
- Coordinates, guides, supports and assesses College initiatives, efforts, and activities designed to promote and support diversity, equity, inclusion, and belonging.
- Leads the planning for two annual College summits on diversity, equity, and inclusiveness.

- Oversees the design and implementation of initiatives leading to new policies, procedures, and programs with a college-wide impact that addresses internal and external diversity, equity, and belonging matters.
- Creates a culture of international engagement and enhances the College's global recognition and global partnerships.
- Spearheads the creation and implementation of a comprehensive Diversity, Equity, and Belonging strategic plan that includes an emphasis on the development of global citizens and promotes a campus environment that recognizes and supports the needs of students, faculty, and staff with identified disabilities.

Training/Education (T/E): Develops and delivers education materials, resource guides, and communications based upon needs assessments.

- Collaborates with the Office of Human Resources to provide implicit bias and cultural competency/humility training to the College community.
- Collaborates with the Office of Human Resources and appropriate stakeholders to ensure equity and inclusion in the Colleges search, hire, retention, tenure, and promotion processes.
- Develops and administers training programs and curriculum for students, faculty, and staff to address matters such as microaggressions, implicit bias, harassment, sexual harassment/Title IX, workplace violence prevention; supports diversity, equity, and belonging; and engages employees and students with disabilities.
- Consults with College leadership on additional training needs of faculty and staff.

A resource to campus and external constituents on DEB (R):

- Plans, guides, and advises the President, members of the President's Cabinet, and members of the Board of Trustees on diversity, equity, and belonging matters to streamline operations for enhanced operational efficiencies for students, employees, and the public.
- Provides leadership and resources to internal and external stakeholders on diversity, equity, and belonging matters.
- Establishes and maintains the College's diversity, equity, and belonging website to promote open communication, provide programming and create new opportunities for deep and sustained inclusive engagement and experiences.
- Serves as the College liaison to SUNY's Chief Diversity Officer and the statewide CDO network.
- Serves as the College liaison to the League for Innovation.
- Promotes globalization inside and outside the College.

Management (M): Manages specific functional areas and a team of administrative and professional staff members, oversees an annual budget and the daily operations and administrative functions of the MCC Downtown Campus.

- In collaboration with respective divisional vice presidents, oversees, develops, and manages Downtown Campus academic and student services, and financial operations.
- In collaboration with the Cabinet, coordinates comprehensive programming, including enrollment management activities, budgeting, and operations in alignment with strategic priorities to promote diversity, equity, and belonging.
- Advocates for and allocates resources to enhance and ensure the quality of the MCC experience for students, faculty, and staff.
- Develops and oversees a Leadership Team that consists of Department Chairs and other key areas of the College to enhance diversity, equity, and belonging initiatives.
- Supervises and evaluates divisional personnel responsible for targeted populations of at-risk students.
- Oversees and manages emerging leadership programs
- Creates and establishes the foundation and infrastructure for the Division of Diversity, Equity, and Belonging to address and provide enhanced outcomes for all community members. This includes but is not limited to knowledge of the history and present state of anti-blackness and current literature on anti-racism; knowledge about challenges faced by Historically Under Included Groups and awareness of the needs of marginalized groups, including students with disabilities, student veterans, students from different religions, and students of lower socioeconomic status.

Compliance (C):

- Leads the College's Bias Incident Response Team and works collaboratively with the Executive Director for Human Resources and Organizational Development, the Shared Leadership Coordinating Council (SLCC), and appropriate stakeholders to resolve reported concerns following College policy.
- Oversees the investigation of discrimination complaints involving faculty, students, and staff following College policy and ensures the College complies with all laws, rules, and regulations including but not limited to Title VII, ADA, Section 504 of the Rehabilitation Act, Title IV, and Title IX.
- Oversees the collection, analysis, tracking, and reporting of MCC data to comply with federal and state requirements, including New York State Education Department (NYSED) ADA and Technical Education compliance requirements.
- Oversees negotiation, facilitation, and maintenance of institutional relationships with colleges, universities, and organizations around the world for the benefit of all students, not only those who are internationally mobile.
- Serves as the college's representative to the League for Innovation, which involves dissemination of communications from the League to the College, and working cooperatively with the President and Cabinet to ensure ongoing compliance with League standards for its member colleges.

Community Engagement (E)

- Works collaboratively with the campus community—faculty, staff, and students—to create a culture of student engagement, belonging, and success.
- Works collaboratively to develop and sustain partnerships with governmental entities, community-based agencies, and other educational partners to ensure that services are delivered in the best interests of the MCC Downtown Campus and its students.
- Participates in the selection, supervision, and evaluation of personnel in conjunction with the relevant vice president.
- Develops and sustains productive and collaborative relationships across divisions and with other college constituencies.
- Advances collaborative international initiatives including enrollment efforts, faculty, staff, and student mobility opportunities, and academic exchanges for research, innovation, and cultural purposes.

MCC Expectations:

- Leads, supervises, coordinates, and evaluates any direct reports, departments, and programs – adhering to appropriate college procedures
- Commitment to the College Code of Conduct
- Contributes to and maintains an inclusive and collaborative College environment
- Maintains technological competencies utilized by the College
- Commits to the philosophy of a comprehensive community college
- Performs other duties and tasks as assigned by the President

Required Qualifications:

- A master's degree in Diversity Education, Psychology, Public Policy, Public Administration, Sociology, Social Work, or a related field from a college or university accredited by the U.S. Department of Education or an internationally recognized college or university.
- Minimum of seven (7) years of experience working toward the implementation of strategic initiatives to advance diversity, equity, and inclusion in a complex organization.
- Knowledge of strategic development, program leadership, policy and procedure development, and community outreach.
- Strong judgment, decision-making, analytical, and problem-solving skills.
- Excellent oral and written communications and presentation skills.
- Expertise in using data in decision-making processes.
- Demonstrated experience as a community connector at the local, national and global levels.
- Proven executive leadership capacity, including financial resource management and development.

- Established record of successfully managing interpersonal working relationships; and as appropriate, ability to collaborate with staff, administration, and faculty in other units and divisions to achieve the goals of the College.
- Demonstrated skill in all aspects of equal opportunity and non-discrimination as it relates to underrepresented groups – including but not limited to LGBTQ individuals, people and veterans with disabilities, and women.
- Strong commitment to excellent customer service and ability to manage complex tasks efficiently and effectively, and with the flexibility and willingness to pivot to time-sensitive special tasks, as needed.
- Experience working directly with people from diverse racial, ethnic, and historically marginalized groups.
- Working knowledge of the concepts of institutional and structural racism and their impact on underserved and underrepresented communities.
- Experience handling confidential information sensitively and appropriately.

Preferred Qualifications:

- A leader who has an established relationship with and passion for the Rochester community.
- Demonstrated ability to develop linkages with other college community partners through significant outreach efforts to support student success in and out of the classroom.
- A proven ability to identify and address problems, exhibit competence in identifying and interpreting needed areas of assessment, display sensitivity regarding personnel matters, and the ability to participate effectively in short and long-range planning.
- Ability to be innovative and create programs that support student learning, leading to increased persistence and graduation rates across diverse student populations.
- Develop programming partnerships to expand effectiveness, efficiency, and reach in the larger community regionally, nationally, and internationally.
- Terminal degree from a college or university accredited by the U.S. Department of Education or an internationally recognized college or university.
- Experience working in higher education, especially at the community college level.

Supervised By: College President

Provides Supervision For:

- Educational Opportunity Program
- Global Education and International Services
- Human Resources and Organizational Development
- Title IX Office
- Veterans Services
- PRISM Multicultural Center