Assistant Director of Diversity, Equity, and Inclusion

University of Illinois at Urbana-Champaign

School of Chemical Sciences

The School of Chemical Sciences is looking for an Assistant Director of Diversity, Equity and Inclusion (DEI) who will serve under the Department Heads in the Chemical Sciences to develop and administer programs directly related to diversity, equity and inclusion in Chemistry (75%) and Chemical and Biomolecular Engineering (ChBE) (25%). They will work with campus, other DEI units, organizations and leadership to define, develop and implement strategic policies to advance the School of Chemical Sciences’ commitment to diversity, equity, and inclusion. The Assistant Director of DEI will advise department heads and hold leading roles on diversity and inclusion committees in order to assist in developing and implementing initiatives that support understanding, adoption, and adherence to diversity, equity, and inclusion best practices.

Duties & Responsibilities

- Provide personalized assistance to students through confidential advising, with a special emphasis on guiding and empowering women in science and students from diverse cultural backgrounds.

- Diversity Recruitment and Advising
  - Serve as an advisor to the graduate admissions committees in chemistry and chemical engineering, actively participating in the recruitment of women and students from diverse cultural backgrounds.
  - Recommend fellowship opportunities to applicants from traditionally underrepresented backgrounds in the chemical sciences.
  - Monitor and offer guidance to applicants throughout the process of submitting applications for both campus and external graduate fellowships aimed at supporting underrepresented groups.

- Collaborate with departmental leadership to develop new policies and initiatives to address graduate climate.

- Serve as an ombudsperson for graduate students, and as liaison to college and campus organizations such as OAE (Office for Access and Equity), OSCR (Office of Student Conflict Resolution), Women’s Resource Center (WRC), McKinley Health or the Counseling Center.

- Attend and coordinate Chemistry and Chemical and Biomolecular Engineering representation at relevant conferences for graduate student recruiting purposes. Visit minority-serving institutions to build long-term strategic recruiting partnerships.

- Develop, implement and run lecture series’, workshops, professional networking opportunities, and other activities designed to improve departmental climate and retention of students, in particular - women and underrepresented groups. Act as liaison for such events with relevant Chemistry and Chemical and Biomolecular Engineering student groups.
• Organize student surveys and other information-gathering tools such as town hall, one-on-one and exit interview meetings related to diversity and departmental climate.

• Coordinate and create leadership and management training workshops for faculty and graduate students and act as liaison to other campus units on behalf of the faculty and students.

• Serve on and advise departmental diversity and climate committees.

Required Qualifications

Education: Master’s degree in Diversity Equity, & Inclusion (DEI), or science, technology, engineering, & mathematics (STEM) related field

Three (3) years of demonstrated successful experience in at least two (2) of these areas: working with graduate students, working with diverse populations, and or leadership in inclusion, equity, and programming

Preferred Qualifications

Education: Ph.D. in Diversity Equity, & Inclusion (DEI), or science, technology, engineering, & mathematics (STEM) related field

Experience in higher education administration

Successful candidates will have:

• Multi-tasking, balancing competing priorities, excellent communication skills

• Commitment to working with diverse populations and diverse constituencies to forge practical solutions to complex problems

• Certified Diversity Professional (CDE) or equivalent credentials; or initiative to obtain such certification

• Familiarity with current national trends in the areas of diversity and multicultural issues

Appointment Information

This is a full-time Academic Professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the deadline date. The target salary range for this position is $65,000 - $85,000. Final salary offered will be determined by a thorough assessment of available market data, internal salary equity, candidate experience and qualifications, collective bargaining agreements, and budget constraints. Sponsorship for work authorization is not available for this position.

Application Procedures & Deadline Information

To apply for this position, please create a candidate profile at https://jobs.illinois.edu and use the Apply Now button on the posting. Upload your cover letter, resume, and names/contact information for three professional references. Please remember to include specific information on how you meet the
qualifications of the position in your application materials. Applications must be received by 6pm on Friday, June 7, 2024. Applications not submitted through this website will not be considered. For further information about this specific position, please contact scs-hr@illinois.edu. For questions regarding the application process, please contact 217-333-2137.

The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit Required Employment Notices and Posters to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through E-Verify.

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Requests may be submitted through the reasonable accommodations portal, or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing accessibility@illinois.edu.