McNeese State University

Position: Chief Diversity Officer
Office: Office of Equal Opportunity
Reporting Authority: University President

Position Status: Full-time, Unclassified

Qualifications: Master’s degree from a regionally accredited institution.
- Experience with policy analysis and development and in administering an office of equal opportunity and diversity programs and activities at the University level.
- Knowledge of state and federal laws and regulations related to higher education and equal opportunity.
- High level of energy, enthusiasm, and motivation.
- Strong verbal and written communication skills.
- Experience in and commitment to policies and programs in mediation, conflict resolution, diversity and employee training and outreach and education about equal opportunity.
- Knowledge of Microsoft Office Suite.
- Budget management experience.

Duties and Responsibilities:

1. Provide leadership for achieving and sustaining diversity as an inclusive element of McNeese State University.

2. Provide administrative and supervisory responsibility for the Office of Equal Opportunity.

3. Serve as the University’s EEO Officer.

4. Develop and implement the affirmative action plan and program.

5. Serve as administrator for the University’s Non-Discrimination Policy, Diversity Awareness Policy, Accessible Participation Policy, the Prohibition Against Retaliation Policy, the Vets 100 Report, and any other related EEO policies, procedures, and requirements.

6. Serve as the Title IX Coordinator and complying with NCAA regulations.

7. Serve as a resource for faculty, staff, students, and supervisors and for diversity training for faculty, staff, students and student organizations.
8. Receives and investigates complaints of discrimination, coordinates employee requests for reasonable accommodations.

9. Serves on President’s Administrative Advisory Council, represents the University at campus and community functions, and performs any other duties as assigned by the President.

Revised 3/6/13