Assistant Dean of Diversity, Equity, and Inclusion — Full Time Position
James Madison College
Michigan State University

James Madison College (JMC), the undergraduate college for public and international affairs, at Michigan State University (MSU) is pleased to invite applications for the position of Assistant Dean for Diversity, Equity, and Inclusion. The College is seeking a person with a proven record of promoting inclusivity who will further MSU’s goal of fostering opportunity for all students and scholars to bring their passion and talent to join a vibrant intellectual community built on mutual respect. The Assistant Dean will provide leadership in building and supporting initiatives that promote diversity, equity, and inclusion throughout all areas of the College, with a broad vision of diversity in achieving institutional and inclusive excellence.

The Assistant Dean will coordinate integrated approaches to increase diversity and inclusivity with a focus also on social identities, including, but not limited to age, color, disability status, ethnicity, gender, gender identity, national origin, race, religion, sexual orientation, socioeconomic level and veteran status; create an inclusive multicultural environment for faculty, staff, and students; and identify and address unequal access and outcomes for groups historically excluded from public affairs. The Assistant Dean will report to the Dean. This is a full-time, 12-month, 100% appointment.

This position serves as a key role in the College through initiatives in student programming, academic advising, student recruitment and networking within the College, across the university and with external constituencies. Specific responsibilities include:

- Develop and direct programing related to issues of diversity, equity and inclusion
- Mentor and serve as a resource to undergraduate students, staff and faculty of the College on issues of diversity, equity and inclusion. Advise leadership, faculty, staff and students in the College on issues of diversity, equity and inclusion
- Design programming, such as workshops, colloquia, and recognition days to promote diversity, equity and inclusion in the College. Broadly and proactively plan, implement, and assess programs, workshops and events
- Teach the college’s First-Year Student Success Seminar (currently one section of about 25 students, offered in the fall semester)
- Work with the Assistant Dean responsible for student affairs to supervise a DEI recruitment and advising specialist
- Support the retention of students historically underrepresented students
- Coordinate the MADI (Madison Academic Diversity Initiative) Program and First-Year Mentoring Program, as well as assist with the New Student Orientation program during the summer semester and the residential colleges’ AREA (Advancing Racial Equity and Advocacy) program
- Serve on the James Madison College Inclusion Committee along with faculty and students
- Complete any diversity initiatives reports requested by units and University offices
- Coordinate efforts with the Residential Life staff, including Residential Assistants and Intercultural Aides
- Liaise with diversity partners across MSU including, but not limited to, the Office for Inclusion and Intercultural Initiatives, the Council on Racial and Ethnic Minorities (CoREM), the Office of Cultural & Academic Transitions (OCAT), the LBGT Resource Center (soon to be renamed the Gender and Sexuality Campus Center), the Resource Center for Persons with
Disabilities, and the Office for International Students and Scholars. Attend any related meetings (such as the MSU IDEA, Council of Diversity Deans).

- Supervise student workers in the DEI Office
- Lead College efforts to apply for University-offered and external funding to support future diversity related initiatives
- Participate in MSU diversity-related workshops/conferences and engage in ongoing assessment of diversity, equity and inclusion-related programs and initiatives
- Hours include occasional nights and weekends; this position requires some in-state and overnight travel
- Other tasks as assigned by the Dean

James Madison College, Michigan State University, offers sophisticated multidisciplinary programs in the social sciences founded on a model of liberal education and designed to prepare students for law school, graduate study, decision-making roles in public and private enterprise, and careers in government, media, politics, social services, public administration, education, business and industry, and the foreign service. Students examine how public policy problems are identified, analyzed, and resolved in the United States and globally. It is an unusual, exciting, innovative place where students and scholars examine and debate important public affairs issues.

QUALIFICATIONS: Master’s Degree required; PhD desired. The successful applicant will have demonstrated experience in diversity-related programming and working with underrepresented populations. Qualifications include:

- Minimum of three years of demonstrated leadership developing, implementing, and evaluating successful DEI efforts. Commitment to advocate for these initiatives when faced with challenges
- Strong analytical skills, experience establishing metrics, and assessing outcomes
- Excellent interpersonal and communication skills, including ability to build rapport and collaborate with diverse constituents, both internally and externally
- Experience developing and leading DEI training and workshops
- Deep knowledge of and experience with issues of diversity, equity, and inclusion in higher education
- Deep knowledge of the scholarship of diversity, equity and inclusion, including understanding of power, privilege, and difference; systemic racism and sexism in academia; and the educational impact of diversity
- Teaching experience preferred
- Experience in conflict resolution preferred
- Familiarity with restorative justice practices desirable

APPLICATIONS: Resume, cover letter, and a list of three references. Applicants must apply electronically to the Michigan State University Human Resources web site: [http://careers.msu.edu](http://careers.msu.edu).

MSU is an affirmative action, equal opportunity employer and is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities. Job applicants are considered for employment opportunities and employees are treated without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. MSU is also proactive in exploring employment opportunities for dual career families, both inside and outside the University, and respects all family forms.