**Position:** Associate Director, Academy for Diversity, Equity, and Inclusion - Academy for Diversity, Equity, and Inclusion - 47906

**Location:** Danforth - Main Campus

**Regular/Temporary:** Regular

**Job Type/Schedule:** Full-Time

**Job ID:** 47906

**Salary Range:**

**Previous in List**

**Next in List**

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**Primary Duties and Responsibilities:**

**POSITION SUMMARY:**

The charge of the Academy is to be the primary vehicle for shifting climate and culture on all of the University’s campuses with a focus on staff and faculty. As a core service of the University and a new initiative, employees of the Academy must be creative, flexible, strategic and strong communicators who can work well with people from all backgrounds as well as departments of different sizes and focuses across the institution. Thinking and planning at a systems level, multi-tasking, building relationships, and representing the Academy both internally and externally are daily expectations. Ideal candidates are experienced in navigating complex organizations, identifying patterns and opportunities for evolution, and have held a leadership role in a new initiative within an existing structure.

This position manages the programmatic, administrative, human resources and operations activities of the Academy, its short and long-term initiatives, department partnerships and communications, and serves as a key team member in the delivery of Academy learning and development as well as unit and department partnerships. The ideal candidate has experience managing and supporting teams in a fluid, complex environment, has the ability to take a systems approach in support of programmatic activities, and is adept at public speaking, presentation and strategy development.

**Essential Functions**

**Primary Duties and Responsibilities:**

1. Strategic leadership.
   - Oversee the Academy's programmatic, administrative, human resources and operations activities.
   - Primary and strategic contact for University departmental partnerships (Gephardt Institute, Chancellor’s Office, Provost’s Office and other departments as necessary) and external community partnerships.
   - Primary and strategic contact and manager for groups, initiatives, and programs supported by the Academy (affinity groups, committee planned events, advisory committees, special events, etc.).
   - Research, make recommendations, and manage use of platforms to support Academy functions.

2. Manage and support Academy staff.
   - Manage day-to-day aspects of staff needs, participate in weekly meetings.
   - Develop, manage, and coordinate professional development and team-building for the Academy.
   - Develop and manage department budget and financial processes in support of the above, and for the unit as a whole.
   - Hiring and management of any interns, student workers, freelancers, etc.

3. Manage and support Academy Operations.
   - Plan and execute strategic decisions about day-to-day Academy direction.
   - In partnership with AVC, make strategic decisions about Academy direction.
   - In partnership with AVC and Academy team, participate in strategic decisions about Academy structure and long-term direction.
   - In partnership with Consultant and AVC, participate as a strategic member of consulting, coaching and facilitation team for unit and department partnerships toward specific diversity, equity, and inclusion goals.

4. Manage Academy communications.
   - Serve as primary and strategic contact for regular department-level communications.
   - Writing, message development, meetings, facilitation and other forms of communication as necessary to support Academy Operations.

5. Perform other duties as assigned.

**Required Qualifications**

- Bachelor’s degree.
- Seven years’ or equivalent professional experience with demonstrated experience in the management of teams.
- Experience in project management, events, implementing and/or managing programs or related areas.

**Preferred Qualifications**

- Ten or more years or equivalent of related experience, particularly in the areas of team and project strategy and management, or start-up or complex organizational management; experience leading an initiative toward diversity, equity and inclusion goals within an organization.
- Experience in an educational environment a plus.
- Highly organized and detail-oriented.
- Interpersonal skills, sensitivity to and ability to navigate group and organizational dynamics.
- Advanced verbal, written and interpersonal communication skills.
- Advanced knowledge of the mechanics of change management in relationship to diversity, equity and inclusion goals.
- Ability to communicate complex ideas clearly.
- Comfort with cost estimates, managing budgets.
- Complex reasoning and critical thinking abilities.
- Ability to scope, design, plan and manage multiple projects with minimal supervision and meet deadlines.
- Ability to metabolize unfamiliar content and ideas and translate them for strategic consideration.
- Working knowledge of general office equipment, computers, calculator; proficient in MS Word, Excel, Access, PowerPoint; strong working knowledge of digital communication platforms.

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https://jobs.wustl.edu/psc/APPLHRMS/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&REL_ACTION=Yes&SiteId=1&… 1/2
The hiring range for this position is $66,865 - $86,989 annually.

Pre-Employment Screening

All external candidates receiving an offer for employment will be required to submit to pre-employment screening for this position. Current employees applying for a new position within the university may be subject to this requirement. The screenings will include a criminal background check and, as applicable for the position, other background checks, drug screen, employment and education or licensure/certification verification, physical examination, certain vaccinations and/or governmental registry checks. All offers are contingent upon successful completion of required screening.

Applicant Special Instructions

- Please submit cover letter and resume with your application. In your cover letter, please address why this position is of interest; your understanding of the mechanics of working toward diversity, equity, and inclusion goals in an organization; and specific experience that matches job duties and skill sets mentioned in the job description.
- Applications without cover letters will not be reviewed.
- Small office setting, computer work, infrequent need to move light boxes of office and kitchen supplies, and regular travel around and between the university’s multiple campuses and to off-campus meetings.
- Occasional tight time frame for completion of duties due to multiple calls, inquiries and program targets.
- Remote work during alternate operations.

EOE Statement

Washington University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, genetic information, disability, or protected veteran status.

Apply