



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Executive Director of Diversity, Inclusion, Equity, and Belonging
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	Yes
POSTED:	March 21, 2022
START DATE:	Immediate
LOCATION:	On campus
SUPERVISOR:	President
DIVISION:	Executive
HOURS:	Monday-Thursday, 10 hours/day

Summary:

Mesalands Community College is seeking a full-time Executive Director of Diversity, Inclusion, Equity, and Belonging. The position is an integral member of the Cabinet and reports directly to Mesalands' dynamic President, Dr. Gregg Busch. With similar goals but very different focuses and goals, The Executive Director will work very closely with the Executive Director of Hispanic Outreach and Student Support. The Executive Director serves as the Title IX, ADA, EEOC, and Compliance Officer for the College in collaboration with Human Resources and the Executive Director of Business Services. The Executive Director oversees the Office of Diversity and Social Justice and provides vision, innovation, and leadership to advance and foster diversity, equity, and inclusive excellence for students, faculty, and staff. As a member of the President's Cabinet, the Executive Director is responsible for developing, implementing, and revising the College's strategic plan for diversity, equity, and inclusion (DEI), which aligns with the College's overall strategic plan. The Executive Director is also responsible for monitoring the campus climate, coordinating the work of the DEI teams, and providing a College-wide perspective on DEI matters that informs the decision-making process at the highest leadership level. As part of this work, the Executive Director will establish data-driven metrics and, in conjunction with the Chief Institutional Research, Effectiveness, and Accreditation Officer, conduct assessments using institutional data to benchmark and promote accountability and success. They will also develop, present, and coordinate DEI-related training opportunities for students, faculty, and staff; develop positive, purposeful groups and teams within the College to support faculty, staff, and students from underrepresented backgrounds to enhance campus climate culture for all participants and respond to acts of intolerance; act as liaison between the President and College community about issues related to DEI; create and share diversity stories to keep DEI a focus for the College; motivate others to commit or recommit to DEI; evaluate programs, activities and services related to DEI as well as assess campus needs and identify new opportunities for programs, activities, and services. The Executive Director will regularly report to the President and Board of Trustees on DEI progress and achievements; maintain regular, open, respectful communication with faculty, staff, and students to keep them apprised of initiatives and opportunities; and build relationships with off-campus constituencies and community partners. Beyond their work on campus and in the local community, the Executive Director will

participate in collaborative efforts with the New Mexico Department of Higher Education and, when appropriate, other institutions of higher learning. Additional responsibilities include serving as an ex-officio member to the President's Commissions on Cultural Diversity and Inclusion and providing regular updates to the President on these initiatives; supporting the work of the Executive Director of Hispanic Outreach and Student Support programs committed to the retention and success of all students and the work of Campus Life, Director of Admissions, Student Success, and student organizations; representing the College at events, programs, and off-campus meetings; serving as a member of the President's Council; collaborating with the leadership team to enhance and promote the vision, mission, goals, and programs of the College; and all other duties as assigned.

All employees have competitive salaries, excellent benefits and potential for growth.

The Executive Director for Diversity, Inclusion, Equity, and Belonging is accountable for the following duties:

- Develop, implement, assess, and revise, as needed, a diversity, equity and inclusion strategic plan which aligns with the College's strategic plan
- Establish data-driven metrics and conduct assessments using institutional data to benchmark and to promote accountability and success
- Develop, present, and coordinate diversity, harassment, and discrimination training opportunities for students, faculty, and staff in accordance with the DEI strategic plan
- Create and share diversity stories to keep DEI a focus for the College
- Develop positive, purposeful groups and teams within the College to support faculty, staff, and students from underrepresented backgrounds to enhance campus climate culture for all participants and respond to acts of intolerance
- Support the work of programs committed to the retention and success of diverse students, and the work of Campus Life, Admissions, Student Success, and student organizations in their diversity, inclusion and justice programs, activities, orientations, and service-learning opportunities
- Serves as the College's Title IX, ADA, EEOC, and Compliance Officer
- Regularly report to the President and Board of Trustees on diversity, equity and inclusion progress and achievements
- Maintain regular, open, respectful communications with faculty, staff, and students to keep them apprised of initiatives and opportunities
- Build relationships with off-campus constituencies and community partners
- Represent the College at events, programs, and off-campus meetings
- Serve as a member of the President's Council
- Act as liaison between the President and College community about issues related to diversity, equity, and inclusion
- Evaluate programs, activities and services related to diversity, equity, and inclusion
- Assess campus needs and identify new opportunities for programs, activities, and services
- Collaborate with leadership team to enhance and promote vision, mission, goals, and programs of the College and prevent decisions that harm the College
- Motivate others to commit or recommit to diversity, equity, and inclusion
- All other duties as assigned

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- Requires a master's degree in educational leadership, social justice, human resources, or a related field conferred by a regionally-accredited institution.
- The successful candidate will have a minimum of three years working with diversity, inclusion, equity, and belonging, preferably in a diverse comprehensive community college
- The successful candidate will be an excellent oral and written communicator with a demonstrated commitment to diversity and inclusion, a keen interest in attracting and retaining a diverse student, faculty, and staff population, and an ability to work collaboratively and effectively within a diverse community.
- The successful candidate will have knowledge and understanding of DEI issues and best practices in higher education as well as be able to speak extemporaneously about those issues and effectively persuade and influence stakeholders to view opportunities through a DEI lens.
- The successful candidate will also have excellent, proven facilitation skills and be willing and able to build consensus as well as facilitate challenging conversations between individuals and groups.
- The successful candidate will possess outstanding analytical, organizational, and budget management skills
- The successful candidate will be experienced at assessing and evaluating programs
- The successful candidate must be skilled at preparing policies using data; supervisory experience; and knowledge of and familiarity with Title VI, Title VII, Title IX, the ADA, and other applicable federal and state laws, regulations, and guidelines.
- The successful candidate must contribute to the positive spirit of MCC through an engaging, fun, and welcoming demeanor with students, colleagues, staff, and the community

Preferred Qualifications:

- Preference for candidates with a doctoral degree in a related field or near completion of a doctoral degree in a related field conferred from a regionally-accredited institution.
- Preference for candidates who have worked in an Hispanic-Serving Institution or a Rural-Serving Institution
- Preference for candidates who have 3 or more years of experience serving underrepresented, minority, under-resourced, or low-income communities.
- Preference for candidates with leadership experience including committee leadership or special project assignments, in the educational or non-educational sectors.
- Preference to candidates who have experience with or embrace a student success agenda.
- Preference to candidates who are bilingual in English and Spanish.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Technology skills: Computer Competency; Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to physically complete the tasks of the job or be able to be reasonably accommodated in doing so. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment from low to high. Job performed indoors in a classroom and studio environment with adult students.

About Mesalands Community College:

According to CNBC, Mesalands is the 9th best community college in the nation and is organizationally active with the American Association of Community Colleges, American Community College Trustees, and the League of Innovation as well as a number of state and local organizations. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Mesalands is fully-accredited by The Higher Learning Commission and the MCC staff includes members of the HLC Peer Review Corps.

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. Historic Tucumcari is a small, rural, affordable town with mid last century accents, top ranked local restaurants, and a small-town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program, ranked 3rd nationally, hosts the Mesalands Dinosaur Museum of finds from local excavations. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC hosts the Mesalands University Center where, through partnerships with Universities, students may begin at Mesalands, earn a microcredential, certificate, or

degree, and transfer on-campus into the University Center where they may complete bachelors, masters, and doctoral degrees without leaving the Mesalands campus. Mesalands is a member of the NJCCA Athletic Conference for golf and cross country and NJCCAE for eSports. MCC is the proud home of nationally-ranked rodeo. MCC is a Hispanic Serving and Rural Serving Institution, a member of Excelencia in Education, Hispanic Association of Colleges and Universities, and a leader in student success and access through guided pathways.

Closing Date:

The position is open until filled with first review of applications will begin immediately.

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application and attach required documents.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment