

Saint Michael's College Job Description

Job Title: Director of the Center for Equity and Justice

Department: Academic Affairs

Supervisor or Manager: Vice President of Academic Affairs

Date Created: March 23, 2022

Last Revised: 6/16/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Organizes and directs the Center for Equity and Justice that bridges the academic and co-academic areas related to the themes of equity and justice, closely related to the college's overall goal of robust diversity and inclusion, and in line with the overall mission of Saint Michael's College
- Builds faculty and academic staff capacities for equity and justice in curriculum, teaching, and advising practices; builds equity and justice-focused experiential learning opportunities for students
- The Center focus on multiple aspects of equity and justice in an intersectional way, with special prominence given to racial equity and justice
- The incumbent will hold an instructor appointment

Essential Duties and Responsibilities:

- Understands the SMC culture and works towards making the Center a hub for collaborative and strategic partnerships with other centers and offices
- Develops a strategic plan for the Center aligned with the College's strategic priorities and share this plan with stakeholders across the College
- Makes connections with SMC's other academic centers (Center for Global Engagement and Center for Environment) and with a range of other departments, programs, and offices on campus, including the Purposeful Learning Program and the Center for Student Diversity, Empowerment, and Community
- Creates and/or convenes the Center for Equity and Justice Steering Committee
- Collects, consolidates, and offers access to resources for faculty and staff from across disciplines to enhance curriculum and programming in the areas of equity and justice
- Acts as a resource for faculty from all disciplines to enhance their course material in the area of Equity and Justice
- Serves on the Advisory Committee and promotes the new academic program and major in Equity Studies
- Collaborates with partners on and off-campus to strengthen opportunities for students to have meaningful experiences related to equity and justice in both the curricular and co-curricular realms
- Organizes speakers and other events related to Equity and Justice
- Assists Institutional Advancement in fundraising for the Center by becoming familiar with possible grant opportunities. Communicates with Institutional Advancement to discuss the Center's place in the current campaign cycles and other IA efforts
- Assists Marketing and Admissions in the promotion of the Center, and of Equity and Justice as characteristics of the Saint Michael's College experience (curricular & co-curricular)
- Confers with Marketing about the Center's webpage and printed promotional materials
- Serves as the spokesperson for the Center, which includes representing the Center at on-campus, local, and remote Admissions events and may also include interviews with media and maintaining a social media presence.
- Oversees a small contingent of student workers to assist in the above endeavors
- Teaches courses related to the broad areas of equity and justice, consonant with the incumbent's area of academic expertise

Secondary Responsibilities:

- Participation in departmental deliberations of the home academic department

Demonstrates Excellence:

- Excellence in this position will be manifested in a thriving Center which engages students, faculty, and staff, providing students with concrete opportunities to analyze and take action on issues of Equity and Justice.

Positions Supervised:

- Student Employees

Major Contacts:

- Vice President of Academic Affairs
- Vice President of Student Affairs
- Vice President of Institutional Advancement
- Vice President of Enrollment Management and Marketing
- Dean of the Faculty
- Director of Human Resources
- Director of Human Resources, Diversity, Equity, and Inclusion
- Director of the Center for Student Diversity, Empowerment, and Community
- Director of Purposeful Learning
- Executive Director and Director, Boucher Career Education Center
- Director of Mobilization of Volunteer Efforts
- Director of the Center for the Environment
- Director of the Center for Global Engagement
- Faculty
- Admissions and Marketing Office

Education and Work Experience:

- Master's required, Doctorate a plus
- Teaching experience, with college/university level teaching preferred
- Organizational/project experience
- Expertise in areas of equity and justice
- Experience with inclusive curriculum development and pedagogies
- Experience with building and managing new programs, center operations, and organizational structures
- Ability to provide innovative and collaborative leadership
- Multilingual competence is desirable

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required

Language and Literacy Skills:

- Reads and interprets a wide range of information
- May interpret documents to others
- Regularly writes reports and correspondence
- Able to shift writing style as needed for different audiences
- Regularly explains policies, listens to questions, responds, and problem-solves
- Speaks to individuals and small groups effectively

Computer/Technology Skills:

- Familiarity with Microsoft Office products

Licenses, Certifications, and Other Requirements:

- None required

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time

Saint Michael's College

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CC: FCOE

- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

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. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

None

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.