

MIT Job Description

Job Title: Diversity & Inclusion Specialist	Position Title: Diversity, Equity and Belonging Officer
Reports to: ARCH Department Head and SA+P Assistant Dean for Diversity, Equity and Inclusion	% Effort or Wkly Hrs: 100%

Position Overview:

The Architecture Department is seeking an exceptional individual who can work within the department to help develop a diverse and inclusive culture, and bring and apply knowledge from the field of diversity, equity and belonging to promote best practices in the department. This individual will work to (i) design and implement outreach activities throughout the department, with a primary focus on students and staff., (ii) promote a sense of belonging throughout the department, (iii) work with internal and external partners to develop tools, resources and a range of solutions to grow this culture, and (iv) help support diverse populations of students post-graduation, as well as within the department, by supporting our links to and support to graduated students.

The Manager will work with the Architecture community to implement best practices that strengthen inclusion around race, gender, disabilities, sexuality, nationality, social class, and religion, with a particular focus on students and staff. Will work closely with the SA+P Assistant Dean for Diversity, Equity, Belonging & Student Support and relevant committees to define community values, develop and implement plans of action to promote diversity, equity, and belonging, and assess and report on the outcomes. The individual in this position must be prepared to assist in creating policy, identify resources needed, and be responsible for implementing the actions resulting from policy within the department.

Principal Duties and Responsibilities (Essential Functions)**

- Design and implement outreach activities to attract, retain, and support the success of a diverse population, with a focus on undergraduate and graduate students, and staff. This includes:
 - Programs for prospective graduate students from underrepresented groups
 - Develop activities to attract first-year MIT students
 - Increase departmental engagement with programs
 - Develop a future faculty pipeline of underrepresented minorities (URM) and women
 - Develop active recruitment strategies to encourage undergraduate/graduate students to apply
- Develop, implement and lead programs and initiatives that sustain diversity, equity, and respect and advance and support MIT's long-standing commitment to workplace diversity, as well as enhancing diversity and inclusion across the department.

- Ensure the department is tracking an optimal set of qualitative and quantitative metrics, and communicate key data elements in persuasive ways to motivate change. Develop benchmarks by comparing demographic data with peer schools and track progress.
- Provide consultation and advice on current non-discriminatory best practices and regulations.
- Identify and assist in the submission of proposals, in collaboration with faculty to raise funds to support diversity and inclusion objectives.
- Collaborate with the Associate Department Head for Strategy and Equity as a member of this team to define community values, develop and implement plans of action to promote diversity, equity, and inclusion (DEI) and report on the outcomes.
- Assist graduate student admissions committees in their review of underrepresented applicants.
- Coordinate with Administrative Officer (AO) on diversity efforts in staff hiring, as well as regular support of department staff.
- Organize events and group activities to increase the sense of community and belonging, responsible for organizing speaker series with DEI experts.
- Host weekly DEI office hours for all community members.
- Meet regularly with NOMAS and other student groups, in consultation with the Department Head
- Connect with ArchREFS for updates together with the Department Head.
- Consult with the Faculty Diversity Committee, as needed
- Regular communication of DEI efforts to the department community (through faculty meetings, staff meetings, town halls, etc.)
- Manage budget dedicated to DEI efforts in collaboration with the Strategy & Equity team and Department Head.
- Other duties as needed, required or assigned.

Supervision Received:

Department Head and SA+P Assistant Dean for Diversity, Equity and Inclusion

Supervision Exercised:

None

Qualifications & Skills:

A bachelor's degree is required; master's degree in higher education administration, human resources, social justice, or cultural diversity is preferred; a minimum of 5 years of professional work experience and demonstrated track record of leading diversity and inclusion efforts in higher education.

Demonstrated commitment to diversity, equity and inclusion; understanding of social justice, the dynamics of power and privilege and social identities.

Evidence of strategic and tactical thinking about diversity and inclusion and the ability to scale projects to achieve maximum impact.

Knowledge of community organization, and experience in working with students, staff and faculty to create events around diversity and inclusion.

Experience facilitating learning opportunities for faculty, students and staff.

Must be highly-organized, able to manage multiple complex projects, be adept at problem solving, and possess superior analytical skills.

Excellent oral and written communication skills and ability to work collaboratively across teams with diverse skills and areas of expertise.

Strong consultation, presentation, meeting design and facilitation skills.

Demonstrated ability to successfully collaborate and work in a team environment.

Experience with successful change management and project management.