

## ***Position Description***

Position Title:	Chief Diversity Officer
Reports To:	The Office of the President
Job Status:	Exempt
Purpose:	Senior leadership position leading the efforts of the University community in the development and implementation of a strategic vision and operational plan for advancing diversity.

### **Duties & Responsibilities**

The Chief Diversity Officer (CDO) takes steps that over time, lead to change. Utilizing the vertical structure archetype of the Collaborative Officer Model acts as a point person at the top tier of institutional leadership to raise the visibility of PLNU's diversity efforts: clarifies goals and assesses progress; provides expertise on issues of access, equity, diversity, and inclusion; leads campus wide committees and working groups on diversity and a variety of services such as conducting surveys of the campus climate and planning symposia centered on diversity. These activities will include a commitment to and responsibility for:

- Consulting with the President and the Administrative Cabinet toward developing policies, policy changes, practices, procedures and personnel that impact PLNU's efforts to improve and enhance opportunities for affected classes.
- Effectively articulate PLNU's diversity mission and be results oriented and committed to encouraging change to achieve this mission.
- Working collaboratively with senior administrators to build positive vision, direction and results through strategic initiatives that holistically impact diversity.
- Working collaboratively with external relations / alumni.
- Working collaboratively with Enrollment Management and Human Resources on issues surrounding recruitment and retention of students, faculty, and staff.
- Serving as an ex-officio member of the PLNU Diversity Council.