



MIT Position Description

Job Code & Title: Mgmt 5, Staff Diversity & Inclusion	Position Title: Director, Diversity, Equity, and Inclusion
Reports to: Vice President Human Resources	% Effort or Wkly Hrs: Full Time
Department: Human Resources	
Date: March 2021	Pay Grade: 13

Position Overview Statement

In collaboration with the VP HR, the Institute Community and Equity Officer (ICEO) and in alignment with Institute priorities, the Director of Staff Diversity, Equity, and Inclusion will provide vision, leadership and guidance for developing and implementing programs, strategies and practices to advance and support MIT’s long-standing commitment to workplace diversity, affirmative action and equal opportunity.

The Director of Staff Diversity, Equity, and Inclusion is a thought leader with in-depth knowledge of diversity, equity, and inclusion helping to shape and implement MIT’s vision of a respectful, inclusive community that embraces diversity. This role will lead the design and implementation of HR’s local strategic plan. In collaboration with HR leadership, will facilitate the coordination for designing HR business owner practices and systems to support the goals and targets specific to composition, belonging and achievement. As a leading member of the EVPT DEI working group, the Director will serve to coordinate and support goals across the EVPT units.

The Director is charged with reporting progress on staff diversity and inclusion efforts to the VPHR and MIT stakeholders as a way to foster and ensure accountability from leadership. Governing beyond compliance, use affirmative action data to provide data analysis to DLC’s and present progress reports on protected categories to the VP of HR on a regular basis. Promote the use of the Enriching Diversity Application as an analytical tool that helps to better manage AAP.

Principle Duties and Responsibilities

- Build strategic partnerships throughout the MIT community to establish programs and measure results.
- Build networks and coalitions internal and external to influence and manage change in support of Diversity, Equity, and Inclusion (DEI) initiatives and programs.
- Actively participate in the ICEO DEI cohort network to ensure alignment of efforts.
- Responsible for overseeing all areas of MIT’s Affirmative Action Programs and ensuring MIT compliance with Federal and State AA, EEO, and OFCCP regulations. Ensure DLCs consistently meet recommendations for good faith efforts and use information to drive recruitment and retention strategies. Measure results and report on progress.
- Manage an Affirmative Action Specialist and two – three Diversity, Equity, and Inclusion Consultants.
- Provide consultation and guidance to DLC leadership on policies, programs, and best practices.
- Partner with MIT recruiters and hiring managers to provide expertise and leadership on diversity outreach to increase the candidate pool of protected class and other diverse staff.
- Develop and foster a pipeline of diverse candidates for management and leadership roles.



- Develop strategies, work plans and metrics for increasing self-identification of staff i.e. individuals with Disabilities, Veterans, LGBTQ, and young professionals.
- Collaborate with HR Analytics to develop tools and reports to support strategic efforts.
- Deliver workshops, seminars, and learning programs that support Diversity, Equity, and Inclusion efforts.
- Strengthen affirmative action compliance for AAP/EEO, Veterans and Individuals with Disabilities and improve results of the affirmative action program for Women and Minorities.
- Represent MIT's diversity and inclusion initiatives beyond campus community at Cambridge, regional, Ivy Plus, and national conferences.
- Promote and operationalize existing Institute-wide standards, criteria, and guiding principles for equitable staff searches.
- Other duties as assigned.

Supervision Exercised

- Directs and manages up to four staff – Affirmative Action Specialist and Diversity, Equity, and Inclusion Consultants.
- Develops and articulates job expectations for staff. Has authority over or provides input into performance evaluations, development plans, and pay and hiring decisions for others.

Required Education, Skills and Experience

- Bachelor's degree required.
- Minimum of 10 years of progressively responsible experience with a demonstrated record of accomplishment in Diversity, Equity, and Inclusion or related field.
- Extensive knowledge of AA/EEO, Title IX and Civil Rights laws and regulations.
- Ability and experience in analyzing data and surveys, producing narrative and data reports and presentations, and in developing tools to measure progress towards programmatic goals.
- Ability to be both visionary and strategic in thinking, as well as tactical in executing strategies.
- Ability to work collaboratively in order to influence direction and decisions in a decentralized academic environment with multiple constituency groups, and multiple levels of leadership.
- In-depth knowledge of principles, practices and theories in diversity, inclusion, equity, and social justice.
- Exceptional skills in organizing work and partnering with others from diverse backgrounds and experience to assure high quality outcomes.
- Knowledge of human resource policies and practices.
- Excellent supervisory and project and program management skills.
- Excellent interpersonal, listening and communications skills, oral and written.
- Strong consultation, presentation, meeting design and facilitation skills.
- Understanding of organizational behavior and intervention theory and practice.
- Competencies that lead to:
 - an understanding of the MIT culture and/or university environments;
 - the ability to foster collaborative relationships and build trust;
 - the ability to demonstrate organizational savvy, exercise discretion, judgement and diplomacy;
 - the ability to work effectively in a multicultural, complex and networked environment.

Preferred Skills and Experience

- Master's degree in leadership, diversity and inclusion, OD, HR or related field.
- Experience working in higher education.
- Certification related to the Diversity and Inclusion field.