Associate Dean for Institutional Diversity
Reed College
ABOUT REED COLLEGE

Reed College is a highly selective, national college of the liberal arts and sciences located in Portland, Oregon with 1,471 students, 165 faculty, and 350 staff. Reed provides one of the nation’s most rigorous undergraduate experiences, with a highly structured academic program that balances broad distribution requirements and in-depth study in a chosen academic discipline. The college consistently attracts bright, highly motivated students who are idiosyncratic, intellectual, demanding, engaged, creative, and independent. Reed’s faculty consists of dedicated teacher-scholars, and Reed staff members are student-centered educators. The faculty, staff, and student body are united in an extraordinary sense of stewardship for the college, its uniqueness, and its mission.
The mission of the Office for Institutional Diversity is to create institutional vision and strategy and to implement systems and infrastructure to support the college’s commitment to being a diverse and inclusive learning, teaching, and work environment. The Office for Institutional Diversity (OID):

◎ Provides leadership by working with the president’s cabinet and senior staff to ensure all aspects of college life reflect the fundamental principles of intellectual pluralism espoused in the college’s founding documents.

◎ Develops relationships in the broader Portland community that benefit community partners and align with Reed’s commitment to intellectual pluralism and academic rigor.

◎ Provides opportunities for Reed students, staff, faculty, and other community members to deepen their understanding of privilege, marginalization, and inclusive excellence, and to apply that knowledge in learning, living, and work environments.
Institutional Diversity
EQUITY & INCLUSION GOALS

**Campus Climate**
OID strives to foster and sustain a campus climate in which: Every community member feels welcome and valued; Community members from all social identities feel supported, engaged, and able to contribute their unique talents and perspectives; And, Values of respect, inclusion, and empathetic compassion are at the core of the community’s consciousness through challenging academic experiences, expansive cultural experiences, and intercultural relationships both inside and outside of the classroom.

**Recruitment and Retention**
In collaboration with our campus partners, OID works to recruit and retain a racially, ethnically, and culturally diverse workforce and student body.

**Academic Inclusive Excellence**
In partnership with the Dean of the Faculty’s Office and the Center for Teaching and Learning, OID strives to provide faculty members and instructional staff with the tools they need to deploy culturally responsive pedagogical practices in lectures, labs, studios, conferences, student research, and academic advising.

**Life-Long Learning and Development for all Campus Constituencies**
OID strives to provide faculty, staff, and students with a comprehensive menu of development programs that address inclusive pedagogical practices, inclusive leadership practices, management of productive discomfort, implicit bias, cultural responsiveness in classrooms, workplaces, and residential education spaces, and other skill-based topics that address diversity, equity, and inclusion across all social identities, lived experiences, and levels of knowledge represented in the campus community.
THE OPPORTUNITY
ASSOCIATE DEAN FOR INSTITUTIONAL DIVERSITY
The **Associate Dean for Institutional Diversity** will design and deliver diversity, equity, and inclusion (DEI) training and professional development programming to students, staff, and faculty. Topics will include: identity, power, privilege, and marginalization, and their relationships to inclusive practices in classrooms, workplaces, and residential educational environments. The associate dean will deliver educational programming that fosters strong intergroup communication skills, supports inclusive pedagogical practices, and deepens the capacity of students, staff, and faculty to examine and reform both individual attitudes and actions and institutional structures and practices that exacerbate inequities and marginalization.

**Creation and Design of Inclusive Practices**

**Development Programs:** The associate dean will

- Design and implement a comprehensive DEI curriculum to educate Reed community members who represent dominant, marginalized, and intersectional identities and are at all stages of knowledge and experience on topics of identity, power, privilege, and marginalization, and their relationships to inclusive practices in classrooms, workplaces, and residential educational spaces.
- Identify, create, and disseminate resources, training modules, workshops, presentations, programs, and services based on current evidence-based research and best practices that addresses issues of DEI in higher education.
- Provide individual and/or department level consultation to faculty, staff, and student leaders around the effective implementation of the professional development opportunities described above.

**Program Coordination:** The associate dean will

- Coordinate and facilitate professional development programming for all campus constituencies that increases their capacity to work with community members from a broad range of backgrounds and identities.
- Coordinate faculty and staff development opportunities and create resources and tools to foster inclusive instructional techniques and practices that recognize diversity as an asset and that eliminate barriers to learning.
- Collaborate with Student Life to integrate training and programs into the Student Life Divisional Curriculum for students to productively engage across difference on issues of diversity, inclusion, identity, power, and privilege.
- Work collaboratively with campus departments and offices to implement techniques and skills learned in workshops and other training activities.
- In collaboration with other campus offices and departments, seek external funding for research, the development of programs, and the external dissemination of successful practices.
- Manage a programming budget and execute the administrative aspects of all program elements.
Expanding Capacity: The associate dean will
- Design and implement peer-to-peer and ally programs to train students, faculty, and staff members to work with their peers to increase their understanding and use of inclusive practices in classrooms, workplaces, and student spaces.

Program Assessment: The associate dean will
- Engage in comprehensive qualitative and quantitative assessment of DEI programs and initiatives to measure its efficacy, particularly on the success of students, staff, and faculty from marginalized or underrepresented communities.
- In collaboration with other campus offices and departments, assess the efficacy of campus programs and initiatives on overall campus climate.

Qualifications:
- Master’s degree in a relevant field (social sciences, social work, higher ed administration, etc.) or equivalent combination of education and relevant work experience.
- Training in and experience with current theoretical frameworks and best practices in building educational programs related to identity, privilege, and marginalization, and their relationships to inclusive practices in classrooms, workplaces, and residential educational environments.
- Expertise in developing and facilitating successful programming and training on a wide range of DEI topics and their applications to both workplace and higher education contexts for people with a wide range of identities, lived experiences, and previous DEI subject matter knowledge.
- At least three years of experience designing and delivering training or classroom instruction related to DEI.
- At least three years of increasing responsibilities in program and budget management.
- Experience with program evaluation and assessment
- Ability to manage conflict and difficult conversations using a high degree of professionalism and discretion in maintaining confidentiality.
- Ability to exercise judgment, tact, and diplomacy in handling sensitive situations and information.
- Engagement with professional associations and/or networks in learning and disseminating best practices in DEI education to establish inclusive and equitable practices throughout higher education institutions.
Portland, Oregon

Whether you see Portland, Oregon as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River and only 90 minutes from the snow-capped peaks of the Cascade Range and the magnificent beaches of the Oregon Pacific Coast, Portland’s bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Portland is connected by a public transportation system: a combination of buses, streetcars, and light-rail trains make the entire metro area only a couple of stops away. The Portland international airport is one the best in the country. Throughout the metro area are thriving neighborhoods filled with restaurants, bars, thrift shops, antique malls, art galleries, movie theatres, independent bookstores, coffee shops, and clubs. Portland is a town for art-lovers, cultural-creatives, sports-fans, and outdoor enthusiasts. A short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, coast, river gorge, and desert.

Salary and Benefits

This is a full-time, salaried position with excellent benefits. The starting annual salary is $70,000.

Reed College offers an exceptional benefits package, including comprehensive medical and dental insurance, 403(b) retirement plan with 10% employer contribution (after one year of service), 22 paid vacation days, paid holidays, sick leave, and many campus amenities, such as membership to the campus fitness center for employees and partners, discounted Trimet transit passes, and more. For more information on benefits, please visit reed.edu/human_resources.
The Associate Dean reports to the Dean for Institutional Diversity, who reports to the President of the College.
REED’S COMMITMENT TO DIVERSITY AND ANTI-RACISM
DIVERSITY STATEMENT

Reed College is a community dedicated to serious and open intellectual inquiry, one in which students, faculty, and staff can fully participate, regardless of ethnicity, race, religion, age, gender identity, sexual orientation, nationality, socioeconomic status, or disabilities. Reed embraces the inherent value of diversity. It is committed to attracting the best and brightest from every group, including those who have historically experienced discrimination and prejudice, for it recognizes that dialogue between people with different perspectives, values, and backgrounds enhances the possibilities for serious intellectual inquiry. The College is also committed to creating an environment that respects the dignity and civil rights of all persons, particularly those from groups that have experienced discrimination and persecution, for it recognizes that intolerance and prejudice diminish those possibilities.

Reed is dedicated to the honor principle, which expects that each of us actively maintains an open mind and generous heart in order to create a community that welcomes and supports all of its members. When the honor principle is realized, every member of the community is respected, and can speak, work, teach, and learn free from intolerance or harassment. Every member of the Reed community benefits from the talents and experiences of our peers, from the mutual respect we exercise, and from the responsibilities we take for our actions. Each of us deserves equal opportunity to teach, to learn, and to grow. (Adopted November 28, 2009)
Reed College is committed to fostering an environment in which students, faculty, and staff from all backgrounds can live, work, and learn free from the insidious and debilitating effects of prejudice, discrimination, and marginalization. Racism in all its forms is antithetical to this commitment. Racism occurs with and without malicious intent, often as a result of unconscious bias. We recognize that the effects of racism are caused not only by the isolated actions of individuals, but also by the policies and practices of institutions. Whether intentional or unintentional, individual or institutional, racism is harmful and dehumanizing and has adverse effects on our community.

We acknowledge the historical legacy of exclusion and marginalization in higher education. We affirm our responsibility to continuously learn about and disrupt systems of privilege, inequality, and oppression, and to reform our programs, policies, pedagogy, and practices in accordance with this responsibility. We expect that every member of the community will work to combat racism - both intentional and unintentional. This requires that we work to improve listening and enhance empathy, at both personal and institutional levels.

We commit to helping the community identify and challenge discrimination and marginalization of any sort. Institutional policies and practices deserve particular scrutiny, including but not limited to: the recruitment and retention of students; the recruitment, hiring, retention, and professional development of a faculty and staff; curriculum and pedagogy; health and other student support services; and overall campus climate. We are constantly reminded that much work needs to be done to achieve racial equity. We implore every member of our community to dedicate themselves to this goal.

(Statement passed by the Student Senate, Spring 2017 and Faculty, Fall 2017)
GENEROUS HEART,
OPEN MIND,
LOVE REED.