

MIT Job Description

Job Title: Diversity & Inclusion Specialist	Position Title: Department Community and Equity Officer
Reports to: MechE Department Head	% Effort: 100% Full Time Effort
Department: Mechanical Engineering	Prepared by: Joanne Mathias
Date: August 10 2020	Duration: 2 years

Position Overview:

MIT is seeking an exceptional individual, who is an expert in the field of diversity, equity and inclusion, to bring and apply knowledge from the field to best practices in the department, in various relevant contexts, ranging from classroom instruction to advising, from recruitment to research. This individual will work within the Department of Mechanical Engineering, in an inaugural role, to (i) design and implement outreach activities to help attract and retain a diverse population of students, faculty, staff and researchers, (ii) promote a diverse and inclusive culture within the department that protects and nurtures the mental and physical well-being of each member of our community, and (iii) work with internal and external partners to develop tools, resources and a range of solutions to grow this culture. An important aspect of the DCEO role will be to work directly with faculty and MechE’s Senior Leadership Giving Officer, to raise the financial resources needed to effectively recruit a diverse population of students, faculty, staff and researchers, and to create an inclusive environment within the department.

The Department Community and Equity Officer (DCEO) will work with the MechE community to implement best practices that strengthen inclusion around race, gender, disabilities, sexuality, nationality, social class, and religion among the Department’s faculty, students, staff and researchers. The DCEO will work with the Faculty Diversity Chair and relevant committees or task forces to define our community values, develop and implement plans of action to promote diversity, equity, and inclusion, and assess and report on the outcomes. The individual in this position must be prepared to create policy, identify resources needed, and be responsible for implementing the actions resulting from policy within the department. They should also demonstrate exemplary values and integrity in professional conduct and public life to serve as a model for the community. They should relate to people, empathize, reassure, and bring people together.

Principal Duties and Responsibilities:

Specific duties include:

- Design and implement outreach activities to attract, retain, and help the success of a diverse population of undergraduate and graduate students, staff, faculty and researchers including:
 - Programs for prospective graduate students from groups underrepresented in STEM.
 - Activities to attract first-year MIT students to declare for MechE as sophomores.
 - Increase our departmental engagement with programs such as the MIT Summer Research Program and the Sloan-MIT University Center for Exemplary Mentoring.
 - Expansion of the successful Rising Stars program to develop a pipeline of future underrepresented minorities (URM) and women faculty members.
 - Design and implement a MIT MechE Future Faculty Scholars Program to identify and support undergraduate and graduate women and URM students who have interest and potential to become faculty members.

- Develop active recruitment strategies including engagement with and travel to The Society of Hispanic Professional Engineers (SHPE), The National Society of Black Engineers (NSBE), etc. conferences to encourage graduate students to apply.
- Develop active recruitment strategies for faculty hiring.
- 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.
- Develop tools, resources, workshops and a range of learning solutions that enhance diversity and inclusion. Work closely with the department's HR Administrator to understand community issues and to promote a culture within the department that protects and nurtures the mental and physical well-being of each member of our community.
- Evaluate progress in creating a diverse population, recommend changes to processes.
- Identify and lead the submission of proposals, including researching content and grant writing, in collaboration with faculty to raise funds to support MechE's diversity and inclusion objectives.
- Identify and assist MechE's Senior Leadership Giving Officer with resource development opportunities in collaboration with faculty to support MechE's diversity and inclusion objectives.
- Will work with the Faculty Diversity Chair and relevant committees or task forces to define our community values, develop and implement plans of action to promote diversity, equity, and inclusion, and assess and report on the outcomes.
- Other duties as needed, required or assigned.

Supervision Received:

The individual will report to the MechE Department Head. The individual will work closely with the Faculty Diversity Chair and the MechE Diversity, Equity, and Inclusion Task Force.

Supervision Exercised:

None

Qualifications & Skills Required:

REQUIRED:

- A bachelor's degree is required; master's degree or doctorate with coursework 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.
- Evidence of strategic and tactical thinking about diversity and inclusion and the ability to scale projects to achieve maximum impact.
- Knowledge and/or experience with raising funding (especially writing proposals) for diversity, equity and inclusion programs or activities.
- Knowledge of federal, state, and local laws, regulations, and guidelines related to affirmative action and civil rights enforcement is required.
- 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.
- Demonstrate exemplary values and integrity in professional conduct and public life to serve as a model for the community.

The appointment will be for two years initially with renewal as appropriate.