

POSITION DESCRIPTION

FOR THE POSITION OF CHIEF DIVERSITY OFFICER



AUGUST 2022

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POSITION DESCRIPTION

POSITION	Chief Diversity Officer
ORGANIZATION	New Jersey Institute of Technology
REPORTS TO	Dr. Teik C. Lim, President
LOCATION	Newark, NJ
WEBSITE	njit.edu

NEW JERSEY INSTITUTE OF TECHNOLOGY OVERVIEW

As New Jersey's science, technology and design university, and one of only 32 polytechnic universities in the United States, New Jersey Institute of Technology (NJIT) has earned a solid reputation as one of the nation's preeminent STEM-based educational and research institutions. The university is consistently ranked among the highest in the country in return-on-investment (ROI) for its graduates and ranks among the top U.S. polytechnic universities in terms of research expenditures.

NJIT has transformed, in a few short decades, from a commuter university awarding degrees in engineering to a national, research, STEM+ university offering engineering, architecture, management, computing, science, and select humanities degrees. In 2018, NJIT was awarded the R1 "Very High Research Activity" Carnegie Classification, ranked by *U.S. News* among their top 100 national universities in 2020 and ranked No.1 for Student Upward Mobility by *Forbes* in 2018. NJIT conducts more than \$160 million in research activity each year.

NJIT has released its latest strategic plan, *NJIT 2025*, building on the success achieved through its previous strategic plan. The vision of NJIT 2025 is to be a preeminent public polytechnic research university with local and global impact. NJIT is committed to a mission of excellence and global impact through:

- ▼ **Education** – preparing diverse students for positions of leadership as professionals and as citizens through innovative curricula, committed faculty, and expansive learning opportunities.
- ▼ **Research** – advancing knowledge to address issues of local, national, and global importance with an emphasis on high impact basic, applied, and transdisciplinary scholarship.
- ▼ **Economic development** – anticipating the needs of business, government, innovation, and entrepreneurship.
- ▼ **Engagement** – applying our expertise to build partnerships, serve our community, and benefit society as a whole.



These four elements guide NJIT in contributing solutions for the grand challenges of the future and improving the quality of life today.

NJIT 2025 was built upon the four pillars of **Diversity, Sustainability, Recognition, and Transformation**. The strategic priorities embedded in this plan are Students, Faculty, Research, Resources, and Prominence. The entire plan can be viewed at: <https://www.njit.edu/strategicplan/njit-2025>



Enrolling over 11,000 students across six schools and colleges, NJIT has enjoyed a meteoric rise in many key performance indicators in recent years. New innovative programs, enrollment growth, and major developments in NJIT's physical infrastructure and research productivity have driven an ascension up the rankings and allowed the university to attract a student body of a high caliber and a faculty made up of individuals who are leaders in their fields. NJIT has accomplished this while staying true to its roots as an institution that changes the lives of its diverse students and provides a vital workforce creation and economic service to the state and the nation, graduating well-prepared students in industry-relevant areas. NJIT educates more engineers and computer scientists than any institution of higher education in the tri-state area and was ranked the top university in the nation by Forbes for enabling its lowest-income students to achieve upward economic mobility. In recent years, the university has received accolades from national publications for alumni earning potential, education of underrepresented minorities in STEM, education of veterans, and a variety of top-ranked industry-relevant academic programs. With a clear dedication to access, a demonstrated return on investment for students, and a commitment to local and global impact through world-class research and curriculum, NJIT is a shining example of what public higher education can be.



NJIT is a driving force behind a large number of technology and innovation-based enterprises, as well as a wide range of business and industry public-private partnerships which have a significant impact on the economies of the state and the region. New Jersey receives substantial benefits from NJIT and its commitment to economic and workforce development. NJIT's impact on the State of New Jersey exceeds \$2.8 billion in total economic output each year, supporting more than 11,000 jobs and generating employment income of \$560 million.

NJIT also makes significant contributions to the community through initiatives such as its \$1 billion Campus Gateway neighborhood redevelopment plan, which is helping to revitalize a 22-acre area adjacent to the university's campus, as well as its annual Day of Service, Alternative Spring Break and numerous other community engagement service offerings that benefit the City of Newark, and the State of New Jersey as a whole. NJIT students served 268 nonprofit agencies and logged over 52,400 community service hours.

Diversity, Equity and Inclusion at NJIT

In response to the societal call for diversity, inclusion and social justice, NJIT is embarking on a groundbreaking and comprehensive survey of its entire campus community to unlock what it takes to become a model for diversity in higher education. Data from the campus climate survey will inform the steps that NJIT takes to heighten diversity within its student body, faculty and staff. This high-visibility initiative also reflects the university's larger mission of being a preeminent polytechnic and community leader.



Diversity has long been a core value of NJIT, and it's a guiding principle in the university's 2025 strategic plan, which states, "We celebrate the inclusiveness of our university community and are sensitive to cultural and personal differences. We do not tolerate discrimination in any form." Now, with the addition of new data, NJIT aims to fortify its efforts and inspire collective action across all its schools and departments.

Efforts to enroll and retain a diverse population of students include: promoting NJIT to local and regional high schools to encourage students to pursue careers in STEM; developing recruitment events targeting potential women and URM applications; analyzing student profiles and performance to improve retention and graduation rates for admitted students; recruiting and enrolling an increasing number of students from Newark; achieving designation as a Hispanic-serving institution; offering summer-intensive programs for high school students; targeting aid distribution to help reach enrollment goals; and creating ESL pathway program and bridge courses for prospective students.



NJIT is committed to redoubling its efforts to enroll women and underrepresented minority students, attract and retain diverse faculty, and hire and promote diverse administrators. Several strategies and objectives have been identified to develop a more diverse faculty including: standardizing search committee processes to ensure fairness and track diversity and inclusion efforts in faculty hiring; developing family-friendly programs, resources, and policies addressing issues important to women, underrepresented minorities, members of the LGBTQ+ community, and candidates with spouses/partners to create a more welcoming atmosphere; enhancing relationships with diverse professional organizations; developing a Diverse Faculty Fellows Program; creating an “opportunity hire” category to create additional opportunities to hire highly qualified and sought-after diverse faculty members; and creating university postdoc positions that serve as a pipeline for diverse faculty candidates.

The creation of the inaugural Chief Diversity Officer position at NJIT is an example of the commitment being made to achieve the diversity goals set forth in *NJIT 2025*.

ROLE SUMMARY

Reporting to the President, and a member of the President’s Cabinet, the Chief Diversity Officer (CDO) will work in collaboration with university leaders, faculty, students, and staff, to support an academic environment in which the principles of diversity, equity and inclusion (DEI) are centrally embedded in institutional frameworks. The CDO will be responsible for creating, revising, and implementing DEI policies; overseeing programming; and fostering an inclusive campus climate in which every member of the community can thrive. The CDO is a subject matter expert and will bring to their work expert knowledge of, and experience with, the many facets of DEI work, including relevant federal and state policies and regulations, as well as nationally recognized best practices. The CDO will have oversight of the [Murray Center for Women in Technology](#). The Associate Director, Diversity & Inclusion in the Office of Student Life will have a dotted line reporting relationship to the CDO.

Primary Responsibilities

- ▼ Partners with campus leaders, faculty, students, staff, and internal and external constituencies to ensure programming supports the university’s values and strategic goals.
- ▼ Plans, guides and advises on diversity, equity, inclusion and affirmative action matters. Oversees the development of the university Affirmative Action Plan. Collaborates with university stakeholders to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff.
- ▼ Assess and monitor all relevant data relating to employee and student populations. Works to increase year-over-year diversity and representation metrics in line with specific goals defined in the NJIT 2025 strategic plan, and positively impact engagement and retention in measurable ways.



- ▼ Provides guidance to develop recruitment, advertising, and selection strategies that target women and underrepresented minorities; provides strategic input on internal career development and mobility framework to ensure inclusivity and equal opportunity.
- ▼ Provides strategic direction and oversight for training initiatives on cultural competency, gender differences, disability, sexual harassment, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws, in collaboration with university stakeholders.
- ▼ Works with stakeholders for purposes of assessing and reporting on the University's culture, climate, and environment with respect to diversity and inclusion. Serves as the central resource for students, faculty, staff and the NJIT community on matters of diversity and inclusion.
- ▼ Provides analysis of legislation and regulations related to equity and affirmative action and works in conjunction with the Human Resources, and Student Life to assist in regulatory compliance matters pertaining to inclusion and diversity.
- ▼ Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet federal and state requirements.

Prerequisite Qualifications

- ▼ Master's degree in social justice, sociology, public administration, or related field
- ▼ At least five years advancing DEI in a complex organization
- ▼ Track record of: successfully executing projects with multidisciplinary teams; acting upon tactical opportunities in a fast-paced environment; delivering diplomatic yet firm communications
- ▼ Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- ▼ Demonstrated track record of successfully addressing diversity /inclusion goals in the context of an institution of higher education or other complex organization
- ▼ Excellent writing and presentation skills. Highly effective communicator, able to clearly and concisely articulate ideas

Preferred Qualifications:

- ▼ PhD or other terminal degree
- ▼ Passionate about the role DEI can play in the development of a successful institution, and the drive to make a difference
- ▼ Experience in a STEM-focused, higher education environment
- ▼ Experience in Title IX compliance
- ▼ DEI experience in developing, articulating, implementing, and measuring strategic programs in higher education
- ▼ Program Management experience; demonstrated ability to design and deliver programs for a wide audience, ideally demonstrating experience in organizational behavior change
- ▼ Demonstrated success in metrics-driven environment; experience with data analytics preferred



About Newark, New Jersey



NJIT is located in the vibrant University Heights district of downtown Newark, just 20 minutes from Manhattan by train. Situated in the heart of Newark, the university shares the city's vibrant and multicultural University Heights district with the campuses of Rutgers University - Newark, the Rutgers Center for Law and Justice, Rutgers New Jersey Medical School, Essex County College and the developing University Heights

Science Park. University Heights and the adjacent downtown section comprise the hub of Newark's ongoing economic and cultural renaissance. Newark is home to Fortune 500 companies, and one of the nation's major air, shipping, and rail hubs, NJIT is strategically and geographically positioned to succeed.

NJIT is committed to undertaking service activities to improve the University Heights community and expanding opportunities to engage students from the local community in STEM fields. NJIT will also enhance community engagement by working with local economic development, community investment, and business associations. These opportunities will provide students with meaningful work experience while promoting the local community. Integrating the campus and the surrounding Newark area through the continued implementation of the NJIT Campus Gateway redevelopment plan, creating an environmentally friendly, 24-7 living/learning community will provide options for students, faculty, and staff to hire, buy, and live locally.

As an EEO employer NJIT is committed to building a diverse and inclusive teaching, research, and working environment and strongly encourages applications from individuals with disabilities, minorities, veterans, and women. Diversity is a core value of NJIT and we are committed to make diversity, equity and inclusion, part of everything we do. We celebrate the diversity of our university community and recognize the cultural and personal differences. We strive to cultivate an inclusive campus culture that promotes excellence among our faculty, staff and students. Building a robust and diverse community is critical to NJIT's continuing status as a premier institution of higher education and a leading polytechnic university.



SEARCH TEAM

Diversified Search Group has been retained by the New Jersey Institute of Technology to assist in this recruitment process. Applications, nominations, and further inquiries should be submitted electronically and in confidence to: NJITCDO@divsearch.com.

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