

Diversity Officer  
Massachusetts Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=121360>

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Posted Mar. 25, 2019, expired Jul. 22, 2019

**Job Title** Diversity Officer

**Department** Aeronautics and Astronautics

<https://aeroastro.mit.edu>

**Institution** Massachusetts Institute of Technology

Cambridge, Massachusetts

**Date** Mar. 25, 2019

**Posted**

**Application** Apr. 20, 2019

**Deadline**

**Position** Available Immediately

**Start Date**

**Job** Professional Staff

**Categories**

**Academic** Human Resources

**Field(s)**

**Job** <https://aeroastro.mit.edu/about/employment>

**Website**

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**Job**

**Description**

DIVERSITY OFFICER, to develop a diverse and inclusive culture in the AeroAstro community, while

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working with partners to harness resources that grow this culture. The diversity officer will work with the community to implement best practices that strengthen inclusion around race, gender, disabilities, sexuality, nationality, social class, and religion among the AeroAstro faculty, students and administration. In concert with the Diversity, Inclusion and Innovation Committee, the DO will implement and update the Strategic Plan on Diversity and Inclusion, and work with AeroAstro Resource Development to identify and raise resources needed to advance its diversity and inclusivity. The individual in this position creates policy, identifies and helps develop resources, implements and evaluates actions within the department.

Specific duties include:

Design and implement outreach activities to attract a diverse population of undergraduate and graduate students, staff, and faculty, including:

- programs for prospective graduate students from groups underrepresented in STEM.
- activities to attract first-year MIT students to declare for AeroAstro as sophomores.
- increase our departmental engagement with pre-undergraduate programs such as MITES and SEED academy.
- expansion of the successful Women in Aerospace Symposium to develop a pipeline of future URM and women faculty members.

Design and implement a MIT AeroAstro 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 tools, resources, and a range of learning solutions that enhance diversity and inclusion. Evaluate progress in creating a diverse and inclusive community, and recommend changes to processes.

Identify and assist with fund-raising and resource development opportunities to support AeroAstro's diversity and inclusion objectives.

Other duties as needed, required or assigned.

The individual will report to the AeroAstro department head. The individual will work closely with AeroAstro's Standing Committee on Diversity, Inclusion, and Innovation.

Qualifications & Skills:

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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 five 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 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.

The appointment will be for one year, initially, with annual renewal as appropriate.

To apply, visit MIT Careers and select "Apply Now" to submit your cover letter and resume to Job Number 17190.

### **EEO/AA Policy**

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

### **Contact Information**

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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