

Inclusive Excellence Workforce Specialist, Jacobs School
of Medicine and Biomedical Sciences
University at Buffalo, The State University of New York

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Posted Dec. 17, 2020, set to expire Apr. 18, 2021

Job Title	Inclusive Excellence Workforce Specialist, Jacobs School of Medicine and Biomedical Sciences
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 17, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/26988

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Job Description

The Office of Inclusion and Cultural Enhancement, Jacobs School of Medicine and Biomedical Sciences, at the University at Buffalo seeks to hire an individual to assume the position of Inclusive Excellence Workforce Specialist.

The overall goal of the position is to coordinate efforts, implement policies, and develop programs to attract, integrate, and engage a diverse community of faculty, residents, students, staff and health care professionals to promote inclusion and to embrace cultural changes as a means to achieve excellence. Highlights of the position include:

- * Office of Inclusion: Assist the Senior Associate Dean for Diversity and Inclusion in all tasks related to the Office of Inclusion to develop a diverse workforce to support excellence in health care.
- * Faculty Diversity Advocates Group: Serve as liaison between the Office of Inclusion and the Jacobs

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School Departments via their Faculty Advocates Diversity representatives.

- * Diversity Strategic Plan: Key role in coordinate, organize and actively participating in the implementation, completion and maintenance of the Jacobs School Diversity Strategic Plan.
- * Diversity Database: Support department's collection of diversity and inclusion data and maintenance of the database.
- * Serve as liaison for the Council in Inclusion in Medicine and Science, organize the call for nominations and selection of the Awards in Excellence for promoting Inclusion and Cultural Diversity.
- * Reporting: Collect and analyze demographics data for faculty, medical and graduate, a senior administrative staff and staff and support departments in collection of diversity and inclusion data as well as maintenance of the online data base.
- * Prepare and compose reports, minutes, office correspondence, and pp presentations.
- * Compile the annual report for the Jacobs School Dean as needed.
- * Create brochures, promotional materials, and manage the office website.

Salary: \$40,000 - \$50,000

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

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

Contact