



**CLOVER PARK TECHNICAL COLLEGE
invites applications for the position of:**

Associate Vice President for Equity, Diversity, and Inclusion

SALARY:	\$61.78 - \$61.78 Hourly \$4,942.31 - \$4,942.31 Biweekly \$128,500.00 - \$128,500.00 Annually
OPENING DATE:	08/12/21
CLOSING DATE:	09/20/21 11:59 PM
POSITION OBJECTIVE:	

Applications must be received by September 20, 2021, at 11:59 pm

Clover Park Technical College (CPTC) seeks an engaged leader and collaborative campus partner with an innovative and resilient spirit to serve as the Associate Vice President for Equity, Diversity, and Inclusion (AVP-EDI). Reporting to the College President, the AVP-EDI will serve on the College's executive leadership team and operate as the Chief Diversity Officer, overseeing and facilitating college EDI work at all levels of the institution.

The person in this role will be a highly influential leader with the ability to empower others to collectively deepen CPTC's ongoing efforts to create a more diverse, equitable, and inclusive community for all faculty, staff, and students. The AVP-EDI provides strategic direction, consultation, and assistance as a key leader and voice on issues of diversity, equity, and inclusion. This position serves on the executive team and works across divisions to foster an environment of belonging for all people who historically experience barriers to opportunities and resources. The Manager of Student Diversity Programs reports to this position, as will future positions designed to expand EDI educational opportunities for employees and students.

During your first year as the AVP-EDI, **you will have the opportunity to:**

- Develop and implement a plan to operate the College's EDI strategic priorities.
- Prepare a systematic training plan to create a truly inclusive environment across the institution

- Cultivate transformative relationships with the surrounding communities and assist the President in building a diversity advisory committee
- Actively participate in the development of new programs and practices that will attract and retain historically underrepresented individuals to a welcoming, safe and supportive environment

***Virtual Open House for potential Associate Vice President for Equity, Diversity, and Inclusion applicants!**

Clover Park is hosting a Virtual Open House via Zoom for potential applicants for the Associate Vice President for Equity, Diversity, and Inclusion, September 2, 2021, from 6:00 PM - 7:00 PM. At the virtual open house, potential applicants will have the opportunity to meet Clover Park faculty, staff, students, and others, to learn more about CPTC.

Virtual Open House Meeting Details

Potential applicants can access the virtual open house by joining the Zoom meeting by clicking the Join Zoom Meeting link or calling a one-tap mobile phone number.

Join Zoom Meeting

<https://cptc-edu.zoom.us/j/88283250702>

Meeting ID: 882 8325 0702

One tap mobile

+13017158592,,88283250702# US (Washington DC)

+13126266799,,88283250702# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 882 8325 0702

DUTIES AND TASKS (ESSENTIAL FUNCTIONS):

Duty: Provide vision, leadership, and planning for EDI processes

Tasks include:

- Serve as the primary college resource for the identification and analysis of best practice national trends related to access, achievement, inclusion, intercultural competencies, and EDI.

- Implement an EDI strategic vision that maximizes collaboration and coordination and leads to high completion and employment rates for students of color.
- Develop and implement a continuous campus EDI culture assessment program.
- Review and recommend policies to support increased EDI at CPTC.
- Develop, monitor, and analyze measures related to EDI.
- Lead from a systematic, student-focused perspective.

Duty: Guide the College toward an inclusive campus environment

Tasks include:

- Develop and lead a systematic training plan to facilitate inclusive excellence across the institution.
- Facilitate communication and rituals that embrace diversity.
- Partner with Marketing to maintain an effective web presence for EDI.
- Model inclusivity, acceptance, and integrity.

Duty: Strengthen a culture of belonging for Black, Indigenous, People of Color, and other minoritized student groups.

Tasks Include:

- Provide oversight and direction as needed for multicultural student support work occurring on campus.
- Work with other college divisions to identify and amend practices that negatively impact a culture of belonging for students of color.
- Oversee social justice and intercultural programming and education for students and employees.
- Collaborate with other campus departments to improve college culture, climate, and services for students.
- Provide leadership and expertise on committees, task forces, and other groups to review, develop, and recommend policies and procedures that facilitate academic progress and address the needs of diverse students.

Duty: Advise College departments and committees regarding EDI

Tasks Include:

- Serve as a resource for equity and related issues across campus.
- Partner with Human Resources to develop recruitment strategies to attract diverse candidate pools for faculty, staff, and administration positions.
- Lead the Bias Incident Response Team.
- Engage with and advise the Diversity, EDI, and Ethnic Student Engagement Committees.
- Serve as co-chair for the EDI council

Duty: Engage community partners

Tasks include:

- Participate in the development of college outreach and retention plans to more effectively attract and retain underrepresented students.
- Develop strategic connections with South Sound community partners to help the college retain, serve, and support underrepresented students.
- Assist the President in developing and facilitating a diversity advisory committee comprised of community members.

MINIMUM QUALIFICATIONS:

- Earned Master's degree from an accredited institution.
- Successful experience leading multicultural student programs.
- A minimum of five years of increasingly responsible equity and inclusion leadership experience in higher education or a similarly complex for-profit or non-profit organization.
- An understanding of history and national best practices related to diversity and inclusion in higher education.
- Ability to embrace diversity and collaborate effectively with a variety of students, staff, and public from diverse cultural, social, economic, and educational backgrounds. · Ability to respond effectively to challenging issues, including skills to lead difficult conversations and dialogues across differences.
- Strong organizational, analytical, written, and oral communication skills
- Proven ability to build relationships with a wide variety of stakeholders and influence outcomes at the institution and community level.
- Experience making data-informed decisions.
- Understanding of federal laws that relate to equity, diversity, and inclusion

PREFERRED QUALIFICATIONS:

No preferred qualifications.

Application Instructions

- Complete the online application
- Upload a cover letter describing your skills and experience, and how they relate to the Minimum Qualifications of this position
- Upload resume
- Complete Supplemental Questions
- All offers of employment at Clover Park Technical College are contingent upon successful completion of background checks which include criminal history and sexual misconduct information requirements. Information obtained from the background checks will not necessarily preclude employment but will be considered in determining the applicant's

suitability and competence to perform in the specific position.

Should you have any difficulties uploading your documents, please contact NeoGov Technical Support at 1-855-524-5627, Mon-Fri 6:00 AM to 6:00 PM Pacific Time.

At this time, Clover Park Technical College is not sponsoring H1-B Visas.

Our Story

Clover Park Technical College is located in Lakewood, Washington. Our college has a rich history of professional and technical education dating back to the 1940s, when Clover Park School District established a War Production program, training civilians as auto mechanics, aircraft-service mechanics, ship-fitters, welders, and blueprint readers. Now, CPTC offers more than forty programs in Aerospace, Advanced Manufacturing, Health Sciences, Human Services, Business, Hospitality, Science Technology, Engineering, Transportation, and Trades. CPTC has two campuses: Our main campus is located in Lakewood, WA and our South Hill Campus is located in Puyallup, WA. Learn more about Clover Park Technical College by visiting About CPTC.

Your Career with Us is More Than a Paycheck

Clover Park Technical College offers much more than a paycheck. There is an outstanding benefits package that is worth an additional value equivalent to about 30% of your base salary. We offer a full range of benefits that include multiple medical, dental, life, and disability coverage options for employees and eligible family members; choice of retirement and deferred compensation plans to save for the future; paid holidays, sick time, and vacation, reduced tuition, and employee discounts and memberships Employee Assistance Program and more.

Why we work for Washington State's Community and Technical Colleges

There are a host of reasons why we work at Clover Park Technical College, including the fact that we are part of a network called the State Board of Community and Technical Colleges (SBTC). We are proud to be part of an institution that believes in building strong people, families, and communities. Community and technical colleges help people grow their skills and talents so they can become global citizens. Faculty and staff make colleges come alive, giving each student a place in which they want to learn. You can participate in college events, clubs, and committees that engage you, while college guest speakers enlighten and inspire you.

Equal Opportunity Employer

Clover Park Technical College is an equal opportunity employer and committed to principles of diversity. We consider applicants for all positions without regard to race, color, creed, religion, age, marital status, national origin, sex, sexual orientation, disability, genetic information, or status as a disabled veteran or Vietnam-era veteran.

Jeanne Clery Statement

Notice of Availability of Annual Security Report: Clover Park Technical College's Annual Security Report is available online at <http://www.cptc.edu/risk/safety/security>. This report contains mandated information about current campus policies concerning safety and security issues, required statistics, and related information from the past two calendar years. To obtain a paper

copy of the report call 253-589-5633/253-861-6464.

Land Acknowledgement Statement

We acknowledge that we are on the traditional land of the Puget Sound Salish peoples belonging to the Puyallup, Steilacoom, Nisqually, and Squaxin Island tribes and bands, and we honor and thank the traditional caretakers of this land. We value the tribes in our community and the impact that they continue to make on our college to this day. For more information about CPTC's commitment to indigenous tribes, please visit <http://www.cptc.edu/diversity>.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cptc.edu>

Position #2021A08
ASSOCIATE VICE PRESIDENT FOR EQUITY, DIVERSITY, AND
INCLUSION
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4500 Steilacoom Blvd SW
Lakewood, WA 98499-4004
253-589-5576

jobs@cptc.edu

Associate Vice President for Equity, Diversity, and Inclusion Supplemental Questionnaire

- * 1. Which best describes your highest level of education completed?
 - High School Diploma or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or Higher
- * 2. Do you have a minimum of 5 years of increasingly responsible equity and inclusion leadership experience in higher education or a similarly complex for-profit or non-profit organization?
 - Yes
 - No
- * 3. Do you have experience successfully leading multicultural student programs?
 - Yes
 - No
- * 4. Do you have an understanding of history and national best practices related to diversity and inclusion in higher education?
 - Yes
 - No

- * 5. Do you have the ability to embrace diversity and collaborate effectively with a variety of students, staff, and public from diverse cultural, social, economic, and educational backgrounds?
 - Yes
 - No
- * 6. Do you have the ability to respond effectively to challenging issues, including skills to lead difficult conversations and dialogues across differences?
 - Yes
 - No
- * 7. Please describe your approach to building relationships with a wide variety of stakeholders and influence outcomes at the institution and community level.
- * 8. Do you have the ability to make data-informed decisions?
 - Yes
 - No
- * 9. Do you have an understanding of federal laws that relate to equity, diversity, and inclusion?
 - Yes
 - No
- * 10. Describe the climate for diversity at your present or recent employer or institution. What impact have you had on that climate?
- * Required Question