



Elmhurst  
University

**VICE PRESIDENT FOR  
DIVERSITY, EQUITY  
AND INCLUSION**

*Search Prospectus*

190 S. Prospect Avenue, Elmhurst, Illinois 60126  
elmhurst.edu

## VICE PRESIDENT FOR DIVERSITY, EQUITY AND INCLUSION

Elmhurst University strives to be an “ever-widening circle,” committed to fostering a diverse, equitable and inclusive campus community in which students, faculty and staff of all races, ethnicities, sexual identities, abilities, religious faiths, and other identities can feel welcome and thrive.

In this spirit, we are pleased to accept applications for our inaugural Vice President for Diversity, Equity, and Inclusion.

### MISSION

Throughout its 150-year history, Elmhurst University has inspired intellectual and personal growth in our students, preparing them for meaningful and ethical contributions to a diverse, global society.

### THE POSITION

Reporting to the President, the Vice President for Diversity, Equity and Inclusion is responsible for the overall institutional leadership of initiatives, programs, policy, procedures, etc. that serve to promote and support [Elmhurst's strategic vision around the areas of diversity, equity and inclusion](#). The position will participate in all aspects of institutional planning in support of the mission and goals of Elmhurst University designed to meet the needs of its diverse faculty, staff, and student populations.

### QUALIFICATIONS

- Master's degree required; doctorate or equivalent terminal degree preferred
- Minimum of five years of diversity, equity and inclusion experience and leadership in higher education or in a similarly complex for-profit or non-profit organization
- Competence in utilizing data-driven strategies to assess and evaluate programs and services, focusing on improvement
- Excellent verbal and written communication skills, including the ability to facilitate complex and constructive dialogues, build consensus on initiatives and issues, and inform other policies and plans
- Experience supervising other full-time staff
- Demonstrated capacity to understand and work with various entities within higher education, i.e. recruitment and retention, athletics, curriculum, student life, etc.
- Demonstrated ability to work effectively and collaboratively with others in a diverse work environment
- Evidence of membership and active involvement in professional organizations related to diversity, equity and inclusion
- Shows initiative and the ability to lead, teach and mentor others
- Ability to maintain confidentiality when needed, and demonstrates patience, understanding and empathy
- Ability to organize workflow and manage more than one project simultaneously





## ESSENTIAL FUNCTIONS

- Provide institutional vision, leadership, management, and strategic planning for University equity and inclusion initiatives, and guide work toward the assessment, development, and implementation of equity and inclusion strategic plans
- Work with University leaders, departments, and committees to provide subject-matter expertise related to current and emerging equity and inclusion issues throughout the University and local, national, and international communities
- Collaborate with institutional leaders to proactively and retroactively address institutional/systemic issues related to diversity, equity, and inclusion
- Collaborate with University leaders, departments, and committees to develop plans and practices that support recruitment and retention efforts for minoritized, underrepresented and/or underserved students, faculty, and staff
- Ensure the development and delivery of anti-oppression and intercultural competency training for the University community
- Develop and maintain active partnerships with University community groups and various professional organizations as applicable and when possible
- Remain current on best practices and emerging trends in equity, inclusion, and engagement, and apply that knowledge to inform program and policy development
- Assess campus climate progress through analyzing and synthesizing data from benchmarks, national surveys, campus climate surveys, and/or annual reports
- Initiate and manage fundraising efforts in the areas of grant funding major gifts and corporate and foundation relations to advance institutional diversity and inclusion initiatives

## CHARACTERISTICS

- Experienced in developing and executing a vision and DEI plan
- A strong relationship builder with all constituencies
- Possesses a global understanding of diversity, equity and inclusion
- Recognized as a trusted advisor and advocate for students, faculty and staff
- Innovative and creative in connecting proactive programs to campus needs
- Able to work closely with faculty and academic leaders on instructional practices and curriculum to advance inclusion and effective learning
- A good listener and connector of people
- Able to connect resources in the external community in support of DEI
- Values a liberal arts education
- A collaborative and transparent leader and team builder
- Values collegiality





**APPLICATION DEADLINE:  
AUGUST 6, 2021**

Applications and nominations should be submitted electronically to **Robert Head** at [elmhurst@hyatt-fennell.com](mailto:elmhurst@hyatt-fennell.com).

Applications should include a Microsoft Word attachment or PDF including the following:

- Letter of interest
- Current resume
- Diversity Statement that addresses how your past and/or potential contributions to diversity will support Elmhurst University's Strategic Vision
- Contact information for five professional references

Nominations should include:

- Name of nominee
- Current contact information

For additional information, contact Robert Head at [rhead@hyatt-fennell.com](mailto:rhead@hyatt-fennell.com) or (724) 242-0476.



*Elmhurst University is an equal opportunity employer. The University will continue to administer all employment matters without regard to race, color, national origin, age, religion, gender, sexual orientation, disability, or Vietnam era or disabled veteran's status.*

---