

EQUITY AND INCLUSION OFFICER

Position Description

DEFINITION: The Equity and Inclusion Officer is responsible for providing strategic direction regarding equity and inclusion for the Association. The Equity and Inclusion Officer is a member of the Executive Committee. The Equity and Inclusion Officer shall serve a three-year term of office.

REQUIREMENTS & QUALIFICATIONS:

- Professional membership in NODA for no less than 2 years; NODA membership must be current at application and throughout term
- Professional experience in higher education for at least 6 years
- At least 2 years of service in an appointed or elected leadership position in a higher education association
- Knowledge and attentiveness to issues relating to diverse constituencies
- Demonstrate advanced competencies of the Diversity, Inclusion, and Access category within the NODA Core Competencies
- Leadership and management experience that reflect the skills needed to fulfill the Equity and Inclusion Officer's responsibilities
- Current employment in orientation, transition and retention; enrollment management; academic affairs; and/or student affairs at an institution of higher education at time of application and throughout term
- Knowledge of, and commitment to, the structure, purposes, and goals of NODA internationally, nationally and regionally
- Current knowledge of and demonstrated commitment to the field of orientation, transition, and retention (Demonstrated higher-level experience in another student affairs association may be considered)
- Ability to think strategically and implement change
- Demonstrate effective written and oral communication skills and represent the Board of Directors to the membership with clarity, professionalism, and integrity
- Ability to work in a highly collaborative environment balancing the needs of the Association Staff, NODA Leadership, NODA membership, and external constituents
- Financial support (institutional or personal) is required to cover the travel costs to attend the Board of Director meetings
- Qualifications preferred as specified by the NODA Board of Directors

PREFERRED QUALIFICATIONS (articulated by current Board)

- Master's Degree
- Experience working in a variety of institutional contexts.
- Advanced experience in strategic planning and leadership with an equity and inclusion focus
- Demonstrated contributions to the scholarship of higher education including, but not limited to: conference presentations or publication submission

PRIMARY RESPONSIBILITIES

- Serve on the Executive Committee and attend all meetings (monthly virtual meetings and one transition meeting in January)
- Attend three Board of Director meetings (1 in the Fall (annual conference); 1 in the Spring and 1 virtual meeting in July)

- Chair the Diversity & Inclusion Committee
- Oversee the development and implementation of a comprehensive plan for equity and inclusion in coordination with the Diversity & Inclusion committee.
- Scan the larger environment to understand how issues of equity and inclusion impact the work of the profession, issues of the Association, and the needs and experiences of professionals.
- Serve on the Nominations Elections Committee as an ex-officio member.
- Serve on the Leadership Development Committee as an ex-officio member.
- Complete other duties as delegated by the President.