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.