Sr Director, Belonging, Diversity, Equity & Inclusion for the EL & MCCM
Grade 237

Position Description:
Ensures that the Emory Libraries & Michael C. Carlos Museum (EL&MCCM) initiatives and activities are aligned with the institution’s Diversity, Equity & Inclusion (DEI) mission and values and the OneEmory pillars. Serves on the Executive Council for the Office of Diversity, Equity, and Inclusion and acts as liaison to both internal and external constituents including, but not limited to, Campus Life, Emory Arts, Religious Life, the James Weldon Johnson Institute, Office of the President, and others. Engages with the campus community and the Office of the President on university-wide initiatives of great significance, representing the libraries and museum. Some examples of current initiatives include:
- The Task Force on Untold Stories and Disengranchised Populations
- University Committee on Naming Honors
- Twin Memorials Working Group
- Indigenous Language Path Working Group

Advances the Justice, Equity, Diversity, & Inclusion (JEDI) mission. Guides the work of the current library and museum DEI committees, and works with EL&MCCM Human Resources on DEI matters as they relate to hiring and belonging. Develops, implements, and provides library and museum-wide training opportunities and events for the community. Advises the Vice Provost and executive leadership on staff retention matters as they relate to diversity and inclusion. Remains informed of changes and developments in the areas of diversity, equity, and inclusion including in legislative and legal areas; keeps relevant campus stakeholders informed of such changes and developments.

Represents Emory University libraries and museums nationally and internationally at professional gatherings and conferences, with the expectation of engaging in presentations and scholarships as appropriate. Gathers, researches, and analyzes data for use in statistical calculations and reporting in order to assess the impact of library and museum programs and initiatives as they intersect with the institution’s JEDI work. Collaborates with relevant offices such as Institutional Research and Human Resources in carrying out these duties. May periodically supervise students. Performs other related duties as required.

- Provides leadership and guidance on organizational diversity, belonging, inclusion, equity, access, and social justice issues as they pertain to EL&MCCM services, collections, programs, and workplace environment.
- Engages as a thought-leader with colleagues across the libraries and museum and with faculty, students, and staff across the university in advancing these goals.
• Serves as an active member of the Vice Provost’s leadership team, sharing in responsibility for planning and resource allocation as appropriate, and providing vision and advice on organizational development, inclusion, diversity, and relevant social justice matters.
• Identifies and pursues opportunities to support education and cultural transformation including grantmaking, connecting with relevant foundations, working with advancement on relevant donor relations, and engaging with partners and peer institutions (such as HBCUs) to effect change.
• Develops mechanisms to ensure engagement by representatives across EL&MCCM to facilitate the sharing of best practices, including appropriate committees, working groups, and task forces.
• Develops, implements, and assesses measurable goals and metrics, and uses data, research, and evidence-based practice to identify and address systems, structures, policies, practices, and individual behaviors that perpetuate inequality.
• Builds relationships with library and museum professional associations as it relates to relevant training opportunities, conferences, organizational participation in focus groups, research, committees, and other professional service.
• Engages with Campus Life and other student-focused entities to explore ways the libraries and museum can contribute to student academic success, sense of belonging, and general wellbeing (student flourishing).
• Consults on accessibility and coordinate relations with the Office of Disability Resources.
• Assesses current librarian and staff mentoring programs and affinity groups and provide support where needed.
• Collaborates with EL&MCCM marketing and communications to support, promote, and publicize DEI work and its successes.
• Represents EL&MCCM priorities, values, and projects to peer institutions and beyond in national and international venues dedicated to addressing higher education’s role in social justice, racial equality, and accessibility efforts.

**Education and Experience**

• Bachelor’s degree in a related field and five years of directly relevant experience, OR
• Equivalent combination of education, training, and experience.
• Experience in an institution of higher education is required.
• Current and extensive knowledge in the field of equity, inclusion, diversity, and cultural competency.
• Thorough knowledge of and experience with trainings, conflict resolution, and mediation methods.

**Desired Skills and Experiences**

• Graduate degree, such as Master’s or Doctorate.
• Some knowledge of and experience with relevant federal and state laws, including but not limited to, Title VI, Title VII, Title IX, ADEA (Age Discrimination in Employment Act), and ADA (American with Disabilities Act).
• 10+ years highly relevant work exp, demonstrated success in developing and implementing a broad range of diversity initiatives in a complex university environment, cultural heritage or not for profit institution, requiring coordination and strategic leadership of a diverse range of stakeholders.
• Experience using qualitative and quantitative data collection tools (focus groups, surveys, etc.) to interrogate climate and internal DEI stats and using data-driven dashboards such as Tableau to collect, analyze, and present information.

Reporting Lines:
This role reports directly to the Vice Provost for Libraries and Museum.

APPLICATION PROCEDURES:
Must include related materials:

2. Letter of interest describing qualifications and experience; and
3. Diversity statement - Emory Libraries and the Michael C. Carlos Museum recognize belonging, diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual and cultural discovery by connecting people of diverse backgrounds and experiences. Please write a statement of 300-500 words that describes your experience with supporting the teaching, learning, and research of diverse students and faculty within libraries, museums, or other relevant environments, and explain how you will foster an inclusive research, teaching, and learning environment through your role as Senior Director, Belonging, Diversity and Inclusion.

Review of applications will begin the week of April 24, 2023 and continue until the position is filled.