College of Nursing Diversity Specialist

Position Summary
The Diversity Specialist is responsible for developing, implementing and overseeing activities that will assist with increasing the recruitment and retention of diverse faculty, staff and students in the College of Nursing and fostering a facilitative environment for people of diverse backgrounds and experiences.

Responsibility Statements
Collects and analyzes demographic data to identify workforce and student population disparities; prepares written reports and graphic summaries of data for use in planning and policy development activities. Works with the Human Resources EEO/AA officer to plan, prepare, implement, and communicate the College's affirmative action plan and goals. Compiles and analyzes data for affirmative action/equal employment opportunity and related compliance reviews. Provides periodic reports to the Dean and the UNMC Executive Cultural Competence Committee.

Serves as a member of the UNMC Executive Cultural Competence Committee, the College's Diversity Committee, and other committees as assigned. Serves as a resource to the College and community to enhance awareness of many cultures.

Strategizes ways in which the most diverse candidate pool can be developed; actively implements a recruitment plan for prospective employees and students by establishing community linkages, recommending recruitment sources, participating in outreach activities, serving on selected screening committees and monitoring all candidate pools.

Assists screening committees, deans and department heads on recruitment/search strategies and interprets screening policies, procedures and guidelines.

Promotes academic achievement of students from diverse backgrounds by working with Student Services to identify needs and marshal resources as appropriate.

Stays current with trends in workforce diversity and student recruitment; applies cutting edge information toward successful outcomes in recruitment, retention and a facilitative environment. Prepares an annual implementation plan based on the College's goals including description of operational activities and a detailed budget plan. Manages budget and prepares regular reports.

In conjunction with the UNMC Executive Cultural Competence Committee designs, recommends, and provides training and educational sessions that promote social equity, diversity, and cultural competence.

Required Qualifications
Bachelor’s degree in health-related field, human resources, public administration, marketing or closely related field.

Six years professional experience related to human resources and/or public administration to include demonstrated success in recruitment/selection, successful performance outcomes in equal employment opportunity, Affirmative Action, and/or diversity initiatives.

Experience working with under-represented groups and/or recruiting diverse faculty, staff or students.

Proven ability to communicate (verbally and in written form) effectively with internal and external constituencies.

Ability to maintain effective interpersonal working relationships.
Ability to understand, explain and interpret policies, procedures, laws and regulations.

Ability to handle confidential information in a discreet manner.

Ability to manage and prioritize multiple tasks.

Ability to work well with minimal or no supervision in a team-oriented environment.

Ability to travel to and special significant time at other sites/communities.

Demonstrated understanding of statistical reporting, skill in analyzing and interpreting data and working knowledge of related computer software, especially databases and spreadsheets.

Basic working knowledge of federal and state employment and nondiscrimination requirements, including Title VII of Civil Rights Act, ADA, IRCA, ADEA, Pregnancy Discrimination Act, and others.

Knowledge of and experience with Microsoft Excel, Word and PowerPoint software.

Preferred Qualifications
Master’s degree.

Experience in developing strategic plans and experience in an academic environment.

Experience as a public speaker.

Knowledge of and experience with Microsoft Access and Lotus Notes software.