POSITION: MANAGER OF AFFIRMATIVE ACTION, DIVERSITY & INCLUSION
(Manager 2, 12-month, non-tenure track position).

ANTICIPATED STARTING DATE: Fall 2019

MINIMUM QUALIFICATIONS:
Master’s degree or J.D., and 3-5 years’ experience including experience within higher education or related organizations; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties. Incumbents are required to have demonstrated substantial knowledge, skills and abilities in the following areas: Information technology literacy skills; CHRO Affirmative Action Regulations, policies and procedures and investigations; Training and orientation programs; Effective oral and written communications skills.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

DESIRED QUALIFICATIONS: Ability to communicate and work effectively with an ethnically and culturally diverse campus community, including the demonstrated ability to respond to and work with diverse and varied student populations.

RESPONSIBILITIES: Under the direction of the President of the College or other administrator, the Manager of Affirmative Action, Diversity, and Inclusion is accountable for providing administrative services in support of the College’s programs through effective performance in these essential functional areas among others: Affirmative Action/Equal Employment Opportunity Compliance; Staff Development/Training and Education regarding AA/EEO, Diversity, Inclusion; Assists with investigations with Title IX and ADA; Monitor the Recruitment and Search Process for compliance; Assists with conducting independent investigations.

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of attendance and participation at convocation and commencement ceremonies; service on assigned committees and task forces; attendance and participation at committee, staff, informational and professional meetings. All of these may involve attendance at evening or weekend events.

STARTING SALARY: Salary range $73,400-$117,400, plus excellent State supported fringe benefits.

TO APPLY: Please submit the following as one (1) packet:
- Cover Letter
- Resume
- Typed Board of Regents (BOR) Employment Application, available at: https://www.gatewayct.edu/HR/Jobs at the bottom of the page

Electronically submitted packets preferred to: HR@GatewayCT.edu
(Please reference the job title in the subject line when submitted electronically).

Or mail to: Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510

Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check and submit Official Transcripts.

Please note that due to the large volume of applications received, we are unable to field phone/email inquiries and confirm receipt of completed applications.

For more information about this position, including a full position description as well as a complete list of job duties, please see our website at: https://www.gatewayct.edu/HR/Jobs
The committee will begin review of applications immediately. Applications will be accepted until the position is filled. All applications are confidential, and references will not be contacted without the expressed authorization of the applicant.

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. You will receive a written confirmation letter within a week of your submission. A BOR application can be found on our website at Application. Visit GCC's website at www.gatewayct.edu

Continuing Notice of Nondiscrimination
Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.

PC# TBD