

Bunker Hill Community College

# Chief Equity, Diversity, & Inclusion Officer (CEDIO)





## ABOUT BHCC

Bunker Hill Community College is a multi-campus institution with vibrant, urban campuses in Boston, Massachusetts, in nearby Chelsea, Massachusetts, and three satellite locations in the Greater Boston area. Founded in 1973, BHCC is the largest of the 15 community colleges in Massachusetts, serving some 19,000 students annually across all modes of instruction. The College offers certificates and associate degrees, early college and dual enrollment, non-credit community and corporate training and industry specific training programs. The College is ranked among the most diverse higher education institutions in the United States, and is a Hispanic and Asian American and Pacific Islander Serving Institution. Approximately 900 International Students attend from nearly 100 countries, speaking 75 languages.

## COLLEGE VISION, MISSION AND VALUES

Bunker Hill Community College empowers and inspires students, faculty and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence and lifelong learning.

### Mission

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries.

### Institutional Values

Bunker Hill Community College Trustees, Faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:

- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency



## POSITION

The Chief Equity, Diversity & Inclusion Officer (CEDIO) reports to the College President and is a member of the Executive Staff. The CEDIO provides vision, leadership, planning and oversight for programs, policies and procedures related to the institution's commitment to equity, diversity and inclusion, and facilitates the integration of equity and cultural wealth into all aspects of institutional life of our students, faculty and staff. The CEDIO advocates on behalf of the College in forwarding the values of equity and inclusion in the community-at-large, and within the community college movement regionally and in the national dialogue. The key areas of responsibilities and essential characteristics of the CEDIO are outlined below.

## ESSENTIAL CHARACTERISTICS

The CEDIO is aligned with the Vision, Mission, and Values of the institution, and effectively balances the educational ethos of the College with the expert application of state and federal rules and regulations designed to protect the rights of constituencies, and safeguards an effective ecosystem for teaching and learning and employment. The CEDIO is dedicated to a dynamic educational environment, investment in the social and economic well-being of all, and belief in student-centered learning in an engaging, supportive environment.

Since the initial establishment of the position many years ago, this new, redefined position reflects the growing maturity of the College in our diversity work, and signals a renewed commitment to equity. Our next CEDIO will serve as facilitator and guide in the next phase of deep learning in all aspects of the College, towards equity, inclusion and social and economic justice through education.

## RESPONSIBILITIES

### Learning and Development

- Identify and plan diversity, equity and inclusion training programs to raise awareness and develop best practices to cultivate a culture of civility, respect and ethical behavior;
- Identify key levels for change, and establish a sustainable infrastructure around current and future equity initiatives;
- Articulate a clear link between equity, diversity and inclusion initiatives and the impact to the College's overall performance;
- Oversee periodic assessments of the campus climate, and use results to design programs and interventions to improve the culture of inclusion, and to strengthen College-wide functions, policies and communications;
- Establish a system of accountability in the area of equity-minded practices by identifying and implementing metrics for decision-making and evaluation; and
- Serve as an ambassador and advocate for effective diversity, equity and inclusion programs and services on and off campus

### Regulatory Compliance

- Oversee campus implementation and compliance with all applicable laws, regulations as they pertain, but not limited to Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1972; Americans with Disabilities Act (ADA) and Section 504 of the 1973 Rehabilitation Act;
- Serve as primary contact for the complaint process as it relates to the Policy on Affirmative Action, Equal Opportunity & Diversity (PAA);
- Serve as a member of the campus response team, as appropriate, in collaboration with Campus Police/Public Safety, Behavioral Intervention Team and Student Affairs to address incidents on campus and coordinate the responses and student support efforts;
- Interpret and advise on the impact of Equal Employment Opportunity (EEO) laws on the College's policies, procedures and day-to-day operations;
- Interpret and advise on current and applicable legislation, guidelines, compliance agencies' interpretations and court decisions;
- Serve as liaison to outside agencies such as the Massachusetts Commission Against Discrimination (MCAD), Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights (OCR);
- Assist Campus Police/Public Safety with compliance of Clery Act reporting standards; and
- Assist the Human Resources Office in the review and improvement of policies and procedures through an equity and diversity framework for recruitment, onboarding and continuous professional development of employees;





## College-Wide Partnerships

- Partner with the Center for Equity and Cultural Wealth which serves as a hub for research and innovation that supports BHCC's mission to honor the cultural wealth of its students, faculty and staff and commitment to creating learning environments where all students can achieve excellence. The Center engages faculty and staff in culturally relevant scholarship, practice and advocacy focused on achieving equitable outcomes for all students.
- Partner with internal stakeholders such as Student Affairs, Academic Affairs, Office of Events and Cultural Planning and Integrated Marketing and Communications to:
  - Build student-led equity initiatives to enrich the campus climate for students;
  - Increase professional development to increase awareness and support of equity and inclusion values;
  - Embrace the College's mission of inclusivity and cultural engagements to generate knowledge and shared experiences;
  - Formulate internal communications strategies on the College's equity objectives and ensure their dissemination throughout the College in the community-at-large.
- Develop strong partnerships with the College's anticipated and/or current equity and inclusion initiatives that target student success and closing of achievement gaps. These include:
  - Building the Framework for Success, Asian American Native American Pacific Islander Serving Institution (AANAPISI);
  - Open Education Resources (OER);
  - Title V - Hispanic Serving Institutions (HSI);
  - National Science Foundation;
  - Halting Oppressive Pathways through Education (H.O.P.E) Initiative;
  - Undocumented Student Work Group and Summit;
  - Voices of Hunger, and others.
- Partner with the Office of Institutional Effectiveness to review and assess data on equity, diversity and inclusion.
- Participate in key committees, executive team and/or board-level meetings, ad-hoc project teams and College community activities.



## QUALIFICATIONS

### Minimum Qualifications

- Master's Degree in education, business or other relevant major;
- A minimum of five years of demonstrated leadership and success in developing equity, diversity and inclusion initiatives and programs, and engaging communities in dialogue and activities.
- A deep knowledge in the field of equity, diversity and inclusion, including current scholarship of the field, historical and social context, the vocabulary of the discipline and the complexities and intersectionalities of issues in modern urban communities;
- Expert and current working knowledge of applicable laws as it pertains to Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1972; Americans with Disabilities Act (ADA) and Section 504 of the 1973 Rehabilitation Act;
- Two or more years of experience in the investigation of EEO, ADA, Affirmative Action complaints and conflict mediation;
- Experience responding to events that warrant a high level of understanding and appropriate reaction to issues associated with equity, diversity and inclusion within the College;

### Professional Qualifications

- Proven ability to work with a diverse population of students, faculty and staff;
- Excellent interpersonal, communication and conflict-resolution skills and demonstrated ability to promote collaboration among departments;
- Proven track record of facilitating conversations and mediating diverse opinions to address shared needs and concerns;
- Ability to maintain strict confidentiality in all appropriate areas while maintaining a positive and solution-oriented demeanor;
- Ability to manage multiple projects, meet deadlines while handling a demanding workload;
- Demonstrated budget development and oversight experience;
- Demonstrated excellence in communication (written and verbal); the ability to listen, synthesize, lead, explain and communicate at all levels will be critical;
- Strong Microsoft Office Suite experience; and
- Ability to travel to various statewide meetings and represent the College at external events

### DESIRED QUALIFICATIONS

- Earned doctorate or advanced terminal degree;
- Experience working in an academic environment preferably in a community college setting; and
- Experience working with collective bargaining units

### ADDITIONAL INFORMATION

Salary: Commensurate with education and experience

### APPLICATION INSTRUCTIONS

To be considered for this position please access  
[bhcc.edu/hr/availablepositions](http://bhcc.edu/hr/availablepositions)











Charlestown Campus | 250 New Rutherford Avenue | 617-228-2000 | TTY:617-242-2365  
Chelsea Campus | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101 | TTY:617-884-3293  
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