



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

DIRECTOR OF DIVERSITY AND INCLUSION

Job Summary: The most diverse Catholic school in metropolitan Detroit seeks a full-time Director of Diversity of Inclusion to ensure our school is welcoming for our students, faculty, and staff. As a primarily student and faculty facing position, the Director of Diversity and Inclusion reports to the Principal, works collaboratively with school administration, faculty, and staff to strategically advance diversity and inclusion at U of D Jesuit in alignment with the Catholic tradition. Furthermore, the Director seeks to inspire all members of the school community to incorporate a commitment to peace, justice, growth, and positive change into every aspect of the position.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures:

Submit cover letter, resume, and a completed non-teaching application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to the email address indicated on the application form.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Compensation: Commensurate with qualifications and experience. Full benefits package also included.

Reports to: The Principal

Employment Category: Regular, Full-time, Exempt

Duties and Performance Responsibilities:

- Work with Principal, Assistant Principal for Student Affairs, Assistant Principal for Academics, Director of Campus Ministry, Director of Service, and Dean of Student Activities, as well as the Director of Athletics and coaches, to ensure that practices are respectful of all students and applied consistently and appropriately, recognizing cultural differences and backgrounds.
- Develop and lead diversity and cultural competency programs for students, teachers, and staff.
- Develop regular programming that promotes awareness and sensitivity to diversity issues, within the school and beyond; provide guidance and support to student organizations developing or pursuing projects which have a diversity focus.
- Develop and lead programs for students of color, focused on ensuring their experience at University of Detroit Jesuit High School and Academy is academically, socially, culturally fulfilling, and enjoyable.
- Collaborate with Student Activities, Campus Ministry & Service, and other school groups to develop activities, events, and programs that will create a welcoming and open environment for students.
- Collaborate with administrative personnel to respond to issues of diversity, inclusion, that arise within the school community.
- Review school metrics such as disciplinary referrals and academic records to identify areas of concern and provide a plan to address those areas (conduct research that reflects a commitment to racial and ethnic diversity).
- Avail ones' self to assist Human Resources Specialist and Principal to ensure recruitment initiatives and hiring policies and practices provide equal opportunity for all candidates regardless of gender, color, background, or culture, and promote recruitment of teachers who reflect the ethnic diversity of the student body.
- Identify local and national programs that help students recognize and address poverty, racism, sexism, and religious intolerance and motivate students to participate in these programs. Act as a liaison between U of D Jesuit and the various communities of color.
- Become a trusted advocate and coach for cultural awareness, competency, and change in the everyday life of the school through formal and informal interactions with students, as well as parents, faculty and staff. Develop strong relationships with current and prospective students to ensure their success in a welcoming environment.
- Moderate and guide a student-led diversity and inclusion co-curricular (Diversity Union) that promotes awareness and sensitivity to diversity issues.
- Adhere to policies related to boundaries with students.
- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising students.
- Report suspicious and inappropriate behaviors.

- Follow mandated abuse reporting requirements.
- Other duties as assigned.

Qualifications, Experience, and Abilities:

- Master's degree from an accredited institution in education, diversity, Catholic Social Teaching, Religious Studies, or a related field.
- A minimum of three to five years of relevant work experience.
- Eager to work within the mission of Catholic education.
- Experience leading and managing diversity, equity, and inclusion initiatives, preferably in an educational setting.
- Experience working with internal and external constituents to develop change interventions.
- Ability to influence culture and behavior change, collaborate, and work adeptly with executive leadership, managers, and staff members.
- Demonstrated leadership in mentoring youth and ability to present as an inclusive role model for U of D Jesuit students, faculty, staff, and the greater school community.
- Demonstrated commitment to the principles of diversity, inclusion, and Catholic Social Teaching.
- Experience developing and conducting on-going diversity and inclusion training programs.
- Strong written and spoken communication skills.
- Strong interpersonal skills, including emotional intelligence and diplomacy.
- Strong facilitation skills.
- Ability to establish and maintain collaborative working relationships.
- Ability to work independently to meet stated objectives.

Physical Working Conditions:

Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (1 to 10 pounds).

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law.

Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.