**Payroll Title:** ADMIN ANALYST, PRIN, SUPV

**Department:** VC-ACADEMIC AFFAIRS

**Hiring Salary Range:** $61,929 - $91,255 /year

**Worksite:** Campus

**Appointment Type:** Career

**Appointment Percent:** 100%

**Union:** Uncovered

**Total Openings:** 1

Under the direction of the Vice Chancellor Equity, Diversity and Inclusion (VC EDI) and in support of the University’s mission with respect to diversity and inclusion as well as the Women’s Center’s mission, the Director takes a leadership role in building community and creating a dynamic and diverse student, staff, and faculty experience within the University of California. The Director leads innovative efforts to provide an integrated approach to identify, implement and evaluate programs and practices directed to addressing/impacting women’s and other diversity-related issues on the campus and in the community. The Director provides creative leadership regarding the role the Women’s Center plays in support of the academic and public service missions of UCSD.

The incumbent serves as a Campus Diversity Officer. Working broadly across the university the Director establishes and nurtures a range of campus-wide collaborations to educate and promote understanding and awareness of women’s and other diversity issues and acts as an information conduit, establishing effective communications between the VC EDI and the campus community to help leverage diversity initiatives and fuel the diversity change process. Working with the Center’s advisory board and other community centers the Director develops strategic plans and fundraising objectives for the unit. The incumbent also oversees the Center’s operations, including budget development and human resources management; development and implementation of outreach programs, and development of training opportunities that incorporate understanding of student development and leadership principles in the day-to-day operation of the Center.

Must be available nights and weekends.
QUALIFICATIONS

- Knowledge of diversity and social justice issues including but not limited to: race, ethnicity, sex, gender identity, sexual orientation, religious, and class background.
- Knowledge of the concepts of business and financial management principles. Ability to understand, analyze and interpret financial information and to identify necessary action plan.
- Demonstrated ability to provide leadership in creating a climate of trust and respect and in aligning strategic initiatives and operational goals with the mission, values and business needs of the Women’s Center.
- Proven ability to use key business skills, including thinking and planning strategically, applying business acumen, analyzing needs and proposing solutions, using financial and organizational measurement and other data, applying process redesign methods and practices, and influencing stakeholders.
- Demonstrated strong knowledge of human resource management concepts and practices, performance management models and practices, and career development practices. Demonstrated knowledge of a broad range of related areas including retention strategies, succession planning models competency development, campus climate, diversity and change management.
- Demonstrated professional skills in instructional design, development and delivery and outstanding presentation skills.

UC San Diego is an Equal Opportunity / Staff Affirmative Action Employer that values a diverse workforce and provides reasonable accommodations to people with disabilities.

UCSD or UC San Diego Health System Layoff from Career Appointment or Special Selection: Apply by 11/18/11 for consideration with preference for rehire. Eligible UCSD ACCES clients should contact their Vocational Rehabilitation Counselor for Special Selection; UCSD Health System Special Selection applicants must contact Linda Morgan. UCSD Layoff applicants must leave a message at (858) 534-6333 or call your assigned Sr. Employment Advisor; UCSD Health System Layoff applicants must contact Diane Schmidt to exercise preferential rehire status.