Position Overview:
MIT is seeking an exceptional individual who can work collaboratively to help advance a diverse and inclusive culture in chemical, biological and materials engineering at MIT. This Diversity Equity and Inclusion Specialist will work integratively with the Biological Engineering, Chemical Engineering and Materials Science and Engineering communities to implement best practices that strengthen inclusivity—across race, gender/gender identity, disabilities, sexual orientation, nationality, ethnicity, social class, and religion, among the Departments’ faculty, students and administration. The DEI Specialist (herein referred to as the DEIS) will provide expertise and work with the Diversity, Equity and Inclusion (DEI) committees in each Department, and with the corresponding Department Heads to facilitate the development of and/or implementation of Departmental Strategic Plans on Diversity, Equity and Inclusion, and to evaluate progress and guide the Departments in updating their strategic plans as needed. The implementation of approaches that lead to long term and sustainable increases in diversity and inclusive practices will be critical to such plans. In this distributed model, the DEIS will be a key member of the DEI committees of each Department, and engage with members of the three communities, using the connection across Departments to disseminate and share best practices. The DEIS will also collaborate closely with senior DEI staff in the School of Engineering. The individual in this position must be prepared to work in partnership with Department Leadership to create policy based on research and recent findings from peer institutions. This role will involve leading, in collaboration with department committees and leadership, the implementation and evaluation of highest priority programs, education activities, and convenings. In cases where existing programs are underway, the DEI specialist will provide feedback and input on the programs and means of assessing their impact and success and harmonize efforts across the Department or Departments. Additionally, the DEI Specialist will work closely with the Department Heads and top Administrative staff of each Department to inform and enable these agents to implement the actions resulting from policy developed within each Department, and to provide feedback on already existing Departmental programs and efforts. The DEIS will establish community ties within Departments through engagement with existing student and staff diversity groups within the community, as well as the DEICs.

Principal Duties and Responsibilities:
We believe the role and responsibility for implementing key diversity efforts rests within our community, with the faculty and staff, in partnership with students, taking on these critical tasks. For these reasons, the DEIS will not be expected to operationalize all of the programs and efforts around diversity in the Departments. The Strategic DEIS role provides a critical partner that enables us to continue with a model of shared responsibility. Specific duties include:

1. Organize DEI programs, education activities, and community wide convenings
   a. Arrange and organize the DEI education activities of each community cohort: faculty, staff, students, postdocs using existing university resources & staff for education programs and/or outside consultants where necessary. These include the interactive Lab-specific education that has been arranged for individual research groups and is accommodated by the MIT Institute Discrimination and Harassment Response Office (IDHR). The DEIS will partner with the
Institute Community Equity Officer (ICEO) Office, Institute Discrimination and Harassment Response (IDHR), Human Resources, and other campus organizations such as Office of Graduate Education (OGE) to set up regular and consistent high quality continuous educational workshops that enable reflection, engagement, and dialogue at the leading edge of scholarship and practice.

b. Facilitate the training of members of Faculty and Staff Searches and Grad Admissions Committees, discuss and inform on new best practices, consult with Department Committee Chairs as needed.
c. Collaborate with Institute staff and offices (IDHR, TLL, OGE, etc.) with input to ensure that training is relevant to the given Department communities.
d. Outreach to Department and MIT campus leaders and organizations, formal and informal.
e. Advise on communication strategies for DEI efforts, including messaging during times of crisis.

2. Independent Performance Analysis/Feedback, Metrics and Assessment
   a. Work with Institute Research to develop or utilize surveys to determine climate for community members.
   b. Productive communication, contextualization, use and implementation of these surveys within departmental context.
   c. Work with Diversity Committees to establish meaningful metrics for progress on Diversity issues and goals.

3. Community Resource: Serve as a trusted advisor and thought partner to colleagues. Provide office hours for one-on-one or small group discussions with community members. Support, advocate, and champion a positive inclusive culture.

4. Engage with Department Diversity Committees, including with Faculty and Staff Co-Chairs on ExecComms
   a. Work in concert to set agenda, coordinate and synergize Department efforts.
   b. Provide input and feedback to committee members on various efforts in each Department.
   c. Participate in discussion of recruiting efforts, best practices, etc.
      Helpful skills include: Inclusive facilitation expertise and experience; Comfort working across power hierarchies; Inclusive collaboration; Conflict mediation.

**Supervision Received:**
DMSE, Chem E and BE Department Heads, with a dotted link to the School of Engineering Assistant Dean for Diversity, Equity and Inclusion.

**Supervision Exercised:**
None

**Qualifications & Skills:**
A bachelor’s degree is required; master’s degree or doctorate with coursework in higher education administration, human resources, social justice, or cultural diversity is preferred; a minimum of 5 years of professional work experience and demonstrated track record of leading diversity and inclusion efforts in higher education.

Ideally, the candidate would have many or all of the below skillsets:

Demonstrated commitment to diversity, equity and inclusion; understanding of social justice, the dynamics of power and privilege and social identities.

Evidence of strategic and tactical thinking about diversity and inclusion and the ability to scale projects to achieve
maximum impact.

Knowledge in non-quantitative metrics including the understanding of data culture and biases embedded in data collection processes and analysis.

Knowledge of federal, state, and local laws, regulations, and guidelines related to affirmative action and civil rights enforcement.

Knowledge of community organization, and experience in working with students, staff and faculty to create events around diversity and inclusion.

Experience facilitating learning opportunities for faculty, students and staff.

Must be highly-organized, able to manage multiple complex projects, be adept at problem solving, and possess superior analytical skills.

Excellent oral and written communication skills and ability to work collaboratively across teams with diverse skills and areas of expertise.

Strong consultation, presentation, meeting design and facilitation skills.

Demonstrated ability to successfully collaborate and work in a team environment.

Experience with successful change management and project management.