

**NIAGARA UNIVERSITY**  
**JOB DESCRIPTION**

**NAME:** Vacant  
**DATE:** December 2021  
**JOB TITLE:** Faculty Liaison  
**FLSA STATUS:** EXEMPT  
**JOB STATUS:** REGULAR FULL TIME  
**JOB CLASS:** PROFESSIONAL  
**WORK LOCATION:**  
**TITLE OF IMMEDIATE SUPERVISOR:** Vice President of Diversity, Equity, and Inclusion  
**DEPARTMENT:** Office of Diversity, Equity, and Inclusion (ODEI)  
**SECTOR:** PRESIDENT

**JOB SUMMARY:**

Under general supervision, the Faculty Liaison of the Office of Diversity, Equity, and Inclusion (ODEI) oversee the coordination and evaluation of DEI pedagogical strategies, including training, education, and assessment across all colleges at the undergraduate and graduate levels. The position is responsible for the strategic development and implementation of DEI pedagogical components, assessment of those components in coordination with the General Education Committee of the Academic Senate, and ensuring alignment with the University's strategic goals as well as the recommendations of the Identifying and Dismantling Racial Injustice Task Force. Considerable summer commitments are expected, including weekly meetings.

**ESSENTIAL DUTIES:**

- Work with academic programs and human resources to sustain culturally-relevant teaching practices for undergraduate and graduate programs on both the Lewiston and Vaughan campuses.
- Identify and coordinate assessment outcomes that link to the University's strategic plan, general education curriculum, and by extension, Middle States.
- Attend the Diversity, Equity, and Inclusion sector meetings.
- Meet with deans, directors, and faculty about education and training opportunities within the Diversity, Equity, and Inclusion sector.
- Collaborate effectively with diverse campus constituencies and participate in activities that support Niagara University's commitment to inclusive excellence and engagement as it relates to training, education, and assessment across all colleges at the undergraduate and graduate levels.
- Support efforts to develop policies and procedures to cultivate an inclusive culture.
- Other duties as assigned.

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**GENERAL DESCRIPTION:**

% of Time

- 30% Work with academic programs and human resources to sustain culturally-relevant teaching practices for undergraduate and graduate programs
- 20% Identify and coordinate assessment outcomes that link to the University's strategic plan, general education curriculum
- 20% Meet with deans, directors, and faculty about education and training opportunities within the Diversity, Equity, and Inclusion sector.
- 10% Participate in activities that support Niagara University's commitment to inclusive excellence and engagement as it relates to employee training and development.
- 10% Support efforts to develop policies and procedures to cultivate an inclusive culture

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated professional experience in higher education and working with all levels of employees in a complex and dynamic organization.
- Demonstrated the ability to prepare workshops, design learning outcomes, prepare evaluation reports, and work directly with faculty and administrators.
- At least 3 years of teaching experience in higher education.
- Tenured faculty members are preferred; however, a non-tenured faculty member with relevant expertise will be considered.
- Excellent communication and writing skills.
- Ability to manage projects simultaneously to ensure successful delivery to achieve clearly stated goals.
- Experience working with culturally diverse populations.

**ERGONOMIC REQUIREMENTS:**

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, calculator, cutting, labeling, and taping involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

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**QUALIFICATION STANDARDS:**

- Ph.D. from an accredited institution required.
- At least 3 years of experience teaching in higher education.

**THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.**

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Employee Signature

Date

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Supervisor Signature

Date