

Duke University School of Nursing (DUSON)

Duke Job Title: Program Director

Working Title: Program Director, Office of Vice Dean for Diversity, Equity, Inclusion and Belonging

Job Code: 1435

Job Level: 13

### **Position Summary**

The program manager will provide administrative direction to the Vice Dean, Diversity, Equity, Inclusion and Belonging (VD DEIB) including the development, management, and evaluation of all operational, communication, and marketing processes. The program manager will provide logistical leadership in planning and facilitating VD DEIB collaborations and activities. The program manager acts as the liaison to the advisory board. The program manager will provide budgetary oversight and be accountable to the VD DEIB. **Position is 100% onsite.**

### **Supervisor**

The position reports to Vice Dean, Diversity, Equity, Inclusion and Belonging

### **Position Responsibilities**

1. In collaboration with the VD DEIB, develop, implement, and evaluate program operations, communication and marketing processes and materials.
2. Manage day-to-day communication among internal and external stakeholders.
3. Manage day-to-day logistics for meetings, program activities, and events.
4. In collaboration with the VD DEIB, plan, establish, and evaluate the advisory board, including its overall structure, membership, member engagement and procedures.
5. Support DUSON community members (faculty, staff, and students) to identify, implement, and evaluate opportunities for integration of diversity and inclusion initiatives in education, research, and service in the DUSON community.
6. In collaboration with the VD DEIB develop, implement, and evaluate trainings, workshops and orientations related to diversity, equity, inclusion, and sense of belonging.
7. In collaboration with the VD DEIB, assist in the planning and creation of strategies for improvement of diversity, equity, inclusion and belonging.
8. Prepare and maintain records and reports of program's progress and growth, as well as controls and conditions governing expenditures of funds, including annual reports to funders.
9. Develop evaluation methods for tracking diversity and inclusion outcomes, including statistics (e.g., climate survey, recruitment and hiring of faculty and staff and recruitment and matriculation of students) and other organizational and community level benchmarks.
10. Monitor, verify and reconcile expenditure of budgeted funds, and prepare budgetary recommendations for fiscal year requirements.
11. Identify additional revenue sources to support the office's sustainability and contribute to the development of grant proposal targeting these revenue sources.
12. Perform other related duties incidental to the work described herein.

**Position Requirements**

Skills:

Demonstrated ability in program development

Strategic thinker with strong interpersonal skills, including ability to work as a team member and leader

Demonstrated ability to manage multifaceted programs

Ability to prioritize ongoing and deadline-based tasks, and to work with shifting priorities and schedules

Excellent written and verbal communication skills

Demonstrated commitment to diversity, equity, inclusion and belonging

Proficient in Microsoft office programs and other web-based software such as Qualtrics.

**Required Qualifications at this Level****Education/Training**

Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program.

**Experience**

Work requires the ability to plan and administer programs and direct program activities within a specific functional area, generally acquired through four years of related experience.

OR ANY OTHER EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.

**Preferred Education/Training**

Work requires program management education and/or experience generally equivalent to a Bachelor's degree program or an equivalent of ten years relevant experience and education.

Masters level education is preferred.

**Preferred Experience**

Work requires 5 years in positions of responsibility requiring planning, organizing, and managing within complex organizations. It is highly desirable that applicants have experience working with multi-disciplinary work teams and university partners. The successful candidate must have the ability to effectively collaborate with other persons and offices at multiple levels or positions such as within the School of Nursing, Duke University and relevant external entities. Responsibilities of position may require after hours and weekend work and travel.