

# UNIVERSITY OF MINNESOTA

## Office of the Vice President and Vice Provost for Equity and Diversity

### Equity and Diversity Instructional Designer/Coordinator Office of Equal Opportunity and Affirmative Action

(Requisition # 154988)

The Office of the Vice President and Vice Provost for Equity and Diversity at the University of Minnesota is seeking a talented, motivated and highly skilled individual to lead the educational programming efforts of the Office. The Office includes several units: the Office of Equal Opportunity and Affirmative Action; Disability Services; the Multicultural Center for Academic Excellence; the Gay, Lesbian, Bisexual, Transgender, Ally Programs Office; the Office for University Women, and the Bridge to Academic Excellence. This position will be based in the Office of Equal Opportunity and Affirmative Action and will report to its director.

This is a full-time, twelve month, professional and administrative position and is annually renewable. The University offers a competitive compensation package with excellent benefits.

#### **Major duties include:**

- ◆ Conduct and oversee the needs analysis, design, development, implementation and evaluation of innovative and educationally effective equity and diversity training efforts for all of the units in the Office of Equity and Diversity (OED) as well as the central OED office.
- ◆ Collaborate with other units in the Office of the Vice President and Vice Provost for Equity and Diversity to track (1) requests for educational programming, (2) the programming that is being provided, (3) the resources needed to meet current demands and assessed needs, and to insure that Office resources are supporting the educational goals established in those units. Develop periodic reports of the programming conducted and the progress to educational goals achieved.
- ◆ Collaborate with the Office of Human Resources, academic and administrative departments, and coordinate campuses in the development and delivery of equity and diversity educational programming in individual units and on coordinate campuses.
- ◆ Produce interactive and media-rich training materials for face-to-face and distance synchronous delivery as well as asynchronous delivery.
- ◆ Design programs and courses that enable significant learning outcomes and are effective for various learner and constituent groups.

- ◆ Benchmark the University's equity and diversity educational programming, both in technique and content, against other comparable institutions and identified best practices nationally.
- ◆ Develop a Web presence for the equity and diversity educational programming available throughout the entire University system.
- ◆ Other duties as assigned.

**Required Qualifications:**

- BA/BS degree
- Strong background in instructional design and learning theory for adult learners, including delivery options
- Thorough understanding of the capabilities of existing and emerging learning technologies and techniques and demonstrable skill in applying this understanding in the development of educational materials
- Familiarity with Microsoft Office Suite (Word, PowerPoint, Excel); Web design software skills including experience using Dreamweaver and Photoshop, and WebCT Vista and/or Moodle or other synchronous and asynchronous-based course delivery platforms.
- Excellent oral and written communication skills
- Excellent teaching skills, including presentation, facilitation and listening skills
- Knowledge of equity and diversity issues and/or experience working with individuals from diverse racial and ethnic groups, individuals with disabilities, and members of gay, lesbian, bisexual, transgender and queer communities.

**Preferred Qualifications:**

- Experience working in a large, complex organization and/or higher education
- An advanced degree in a related field

**Application process:**

Applications will be reviewed beginning May 19, 2008 and will be accepted until the position is filled. Application should be made electronically through the University of Minnesota's Online Employment System at <http://employment.umn.edu/>. The Requisition number is: 154988. Please submit the following documents online: a current resume, a list of three references, and a letter explaining how your background qualifies you for this position. If you have difficulty negotiating the electronic application process, please contact Richard Kronstedt at [krons002@umn.edu](mailto:krons002@umn.edu) (Phone: 612/624-9547 or 612-624-4101).

More information about the Office of Equal Opportunity and Affirmative Action is available at [www.eoaa.umn.edu/](http://www.eoaa.umn.edu/).

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation. This document is available in alternative formats upon request at 612-624-9547.