

Director for Diversity, Inclusion, and Human Resources

Please submit applications at <https://careers.umass.edu/amherst/en-us/job/511068/director-for-diversity-inclusion-human-resources>.

Job Summary

Under general direction of the Dean of Libraries, the Director for Diversity, Inclusion, and Human Resources develops, manages and executes services that address recruitment, retention and professional development of all staff in the University Libraries, with a special focus on fostering a diverse and inclusive workplace. This position directs, manages and oversees all human resources functions, including employee relations, training and development, and employee benefits. Serves as the primary resource for the Libraries regarding all matters relative to campus personnel policies and procedures, and acts as primary liaison with Central Human Resources and other campus administrative offices relating to personnel matters. Serves as a member of the Libraries Administrative Team.

Essential Functions

- Oversees the development of recruitment strategies, identifies ways to strengthen applicant pools, conducts reference checks, and manages the personnel requisition process. In consultation with the Dean of Libraries, manages hire offers and offer acceptance letters. Oversees and assesses new employee onboarding program in collaboration with department heads and central Human Resources.
- Develops programs, initiatives, and strategies to foster a diverse and inclusive workplace for the University Libraries, in alignment and in collaboration with key campus partners. Recommends and leads strategies to impact the retention of underrepresented staff. Working in collaboration with the Libraries' Diversity & Inclusion Committee, oversees, develops and directs the management of events related to training on diversity, equity and inclusion ensuring all constituent and attendee needs are met with a high degree of professionalism. Takes appropriate actions to support a diverse workforce and participates in the University's efforts to create a respectful, equitable, inclusive, and welcoming work environment.
- Counsels and advises supervisory staff on ways to identify, address and facilitate solutions for routine employee issues. Identifies professional development opportunities and skill development needs for the organization and develops effective strategies and plans; facilitates and promotes team building, planning, communication required for professional growth of personnel.
- Monitors personnel actions in accordance with established campus policies, procedures and guidelines. Manages and maintains tracking tools for monitoring personnel actions required of departments such as staff evaluations, librarian promotions, PMYR and sabbaticals as well as personnel activity such as leaves of absence. Ensures supervisory staff have the tools and information needed to establish performance goals, communicate work expectations, and conduct timely performance appraisals.
- Serves as the Libraries primary liaison to campus Labor Relations Office. Has principal responsibility to manage compliance with collective bargaining provisions. Assists supervisory staff with conducting informal meetings to

resolve grievances and employee complaints. Conducts investigations when needed.

- Establishes and maintains a collaborative relationship with the central Human Resources Office and Provost's Academic Personnel Office.
- Attends professional development activities as assigned or required to meet departmental goals and objectives. Serve on internal library committees as needed. Represent the Libraries on appropriate campus committees and at selected professional meetings and conferences as required.

Other Functions

Performs other duties as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)

- Bachelor's Degree with five years of progressive HR experience.
- Must have a strong team orientation and ability to collaborate with internal and external constituents.
- Must possess the ability to communicate effectively in clear and concise oral and written communications; to problem solve and develop solutions which foster resolution and positive outcomes.
- Ability to handle confidential personnel and personal information in a discreet manner, and work cooperatively with others. Ability to understand responsibilities with respect to conflicts of interest and behave in ways consistent both with law and with university policy.
- Contributes toward a positive and respectful workplace defined by personal and professional competence, integrity and collaboration
- Capacity for high degree of independent action and initiative.
- Excellent interpersonal and organizational skills and the ability to maintain and foster harmonious working relationships with a diverse population of staff and students.
- Demonstrated ability to work creatively, collaboratively, and effectively to promote teamwork, diversity, equality, and inclusiveness within the Libraries and the campus.
- Understands and contributes to the implementation of departmental and institutional goals for achieving non-discrimination and creating a respectful, inclusive environment that supports diversity and inclusion.
- Uses access to sensitive and/or not-yet public university-related information only in the performance of the responsibilities of the position and exercises care to prevent unnecessary disclosures to others.

Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensures)

- Master's Degree, Human Resources professional certification such as SHRM-CP, SHRM-SCP or World at work preferred.
- Experience in higher education and unionized environment preferred.

Physical Demands/Working Conditions

Typical office environment.

Additional Details

Under general Supervision of the Dean of Libraries.

Work Schedule

M-F/40 hrs/First Shift.

Required to work occasional nights and weekends as needed.

Salary Information

Non-Unit Level 28 / [Salary Chart](#)

Special Instructions to Applicants

Applications will be accepted until a suitable candidate pool has been identified. To apply, please provide a cover letter, resume, and contact information for three professional references. Please submit applications at <https://careers.umass.edu/amherst/en-us/job/511068/director-for-diversity-inclusion-human-resources>.

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.