

Diversity-Related Template Language for HSU Vacancy Announcements, by Job Category

How to use this document: As of January 2014, the Department of Academic Personnel Services and Human Resources will ensure that the template for all vacancy announcements includes the following statement:

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

In addition, under “Knowledge, Skills, and Abilities,” hiring authorities should include in each position announcement **at least one** bullet point (adapted appropriately for the specific position and/or job category) that pertains to competency with diversity-related issues. Human Resources will ensure that language to this effect is included.

This document offers suggestions for this language, tailored for the various job categories. While some level of competency in this area is important for all positions at HSU, the variety of options below allow for circumstances where higher or lower levels of competency may be required. Hiring authorities are encouraged to select from the list below, and/or modify or strengthen the suggested language with specifics that are appropriate for each position.

General Language (appropriate for most job categories)

- Demonstrated experience working effectively with a diverse population.
- Demonstrated commitment and/or experience promoting and fostering a working (or learning) environment that is supportive of individuals from diverse backgrounds.
- Ability to communicate effectively with a diverse population.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.

Administrative Support Positions (Administrative Support Coordinator/Assistant, Confidential Office Support, etc.)

- Ability to communicate effectively with a diverse population.
- Ability to establish and maintain working relationships with staff, students, and faculty from diverse backgrounds.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.

Administrator Positions (Dean, Director, Manager/MPP, Vice President, etc.)

- Demonstrated ability to work with a team of colleagues who represent a diversity of work and conflict resolution styles.
- Demonstrated ability to work effectively in informal and formal teams with individuals from diverse communities and cultures.
- Demonstrated commitment and/or experience promoting and fostering a learning environment that is supportive of individuals from diverse backgrounds.
- Demonstrated commitment to recruiting and hiring diverse candidates.
- Demonstrated knowledge and familiarity addressing issues of concern facing students from diverse backgrounds in higher education.
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work.

Health Care Positions (Nurse Practitioner, Physician, Radiology Tech, Registered Nurse, etc.)

- Ability to communicate effectively with a diverse population, both verbally and in writing.
- Ability to establish and maintain working relationships with a diverse group of staff, students, and faculty.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.

Paraprofessional Positions (*Accounting Clerk, Graphics Specialist, Instructional Support positions, etc.*)

- Ability to communicate effectively with diverse populations.
- Ability to establish and maintain working relationships with a diverse group with staff, students, and faculty from diverse backgrounds.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.

Professional Positions (*Accountant, Administrative Analyst, Assistant Director, Associate Director, Specialist, Confidential Administrative Support, Informational Technology Consultant, etc.*)

- Professional experience working with a diverse population.
- Experience building and sustaining collaborative working relationships with a variety of individuals from diverse backgrounds.
- Demonstrated commitment and/or experience promoting and fostering a working (or learning) environment that is supportive of individuals from diverse backgrounds.
- Demonstrated knowledge and familiarity addressing issues of concern facing students from diverse backgrounds in higher education.
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work.

Public Safety Positions (*Officer, Sergeant, etc.*)

- Experience building and sustaining collaborative working relationships with a variety of individuals from diverse backgrounds.
- Demonstrated intercultural communication skills.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.

Service/Maintenance Positions (*Custodian, Grounds Worker, Equipment Operator, Parking Officer, etc.*)

- Experience working effectively with a diverse population.
- Ability to communicate effectively and work harmoniously with a wide variety of individuals.

Skilled Crafts Positions (*Engineer, Carpenter, Electrician, Mechanic, Locksmith, Painter, Plumber, etc.*)

- Demonstrated ability to work with staff, students, and faculty from diverse backgrounds.
- Ability to communicate effectively and work harmoniously with a wide variety of individuals.

Student Support Positions (*Service Learning Specialist, Residential Life Coordinator, Student Services Professional, etc.*)

- Demonstrated intercultural communication skills.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.
- Demonstrated experience working with staff and students from diverse backgrounds.
- Demonstrated knowledge and familiarity addressing issues of concern facing students from diverse backgrounds in higher education.
- Knowledge of current research and practice in active and inclusive higher education practices.
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work.

If you have questions or would like additional assistance with tailoring these bullet points for a specific position, please contact Jim Stemach, Recruitment Manager, at jim.stemach@humboldt.edu or x5177.