



Diversity, Equity and Inclusion Specialist Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

	Diversity, Equity and Inclusion Specialist II INDIVIDUAL CONTRIBUTOR	Diversity, Equity and Inclusion Specialist III INDIVIDUAL CONTRIBUTOR	Diversity, Equity and Inclusion Specialist IV INDIVIDUAL CONTRIBUTOR
Consultation	Provides subject-matter expertise & consultation to campus constituencies to support best practice standards, involving somewhat complex interpretation and application of regulations, policy and practice to resolve questionable cases and participate in the development of inclusion and belonging practices.	Provides subject-matter expertise & consultation to campus constituencies and resolves cases/ conflicts among constituencies to support best practice standards, involving moderately complex interpretation and application of regulations, policy and practice to resolve unusual cases and influence the development of inclusion and belonging policy and practices.	Provides senior subject-matter expertise & consultation to campus constituencies and resolves cases/ conflicts among constituencies to support best practice standards, involving moderately complex interpretation and application of regulations, policy and practice to resolve unusual cases and influence the development of inclusion and belonging policy and practices.
	Address semi-complex and sensitive inclusion and belonging issues that require review and analysis of issues, notice and assist individuals in distress directing to appropriate resources, partner and may recommend problem solving and approaches to address issues as appropriate.	Explore and evaluate moderately complex, impactful and sensitive inclusion and belonging issues that require review and analysis of issues, creative problem solving, and presentation of various approaches to address issues, advocating for best possible approach.	Proactively identify, explore, and evaluate highly complex, impactful and sensitive inclusion and belonging issues that require thorough analysis of issues, creative problem solving, and presentation of various approaches to address issues, advocating for best possible approach.
Advocacy	Serve as resource and support in various University inclusion and belonging efforts; partner to create a safe and inclusive space for all members of the community.	Serve as resource and support in various University inclusion and belonging efforts, create a safe and inclusive space for all members of the community.	Advise and serve as a resource and liaison to various University inclusion and belonging efforts, create a safe and inclusive space for all members of the community.
	Assist in implementing activities that will support creating	Identify and implement activities that will assist in creating	Demonstrate independent judgment knowing when to

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	an environment of inclusion, respect and trust; prepare semi-complex drafts in response to inquiries and prepare related materials.	an environment of inclusion, respect and trust	influence with discretion and diplomacy to identify and implement activities that will assist in creating an environment of inclusion, respect and trust.
Programs/Training	In partnership, provides programmatic, consultative, analytical support in a inclusion and belonging functional specialty area or constituency group (staff, faculty, students); resolves semi-complex discrepancies and problems.	Participate in development and provide programmatic, consultative, analytical approach to a inclusion and belonging functional subject matter specialty area for more than one constituency group (staff, faculty, students); resolves moderately complex discrepancies, concerns and problems.	Proactively collaborate with leadership on strategic planning initiatives; provide cohesive vision and direction to explore and identify current or future inclusion and belonging related issues which may require intervention and involvement to identify and explore solutions; collaborate with organizational leaders to help guide and formulate decisions that take into account the impact.
	Establish goals, objectives, and evaluation criteria for programs; evaluate program effectiveness on an ongoing basis, interact with and advise faculty, staff and students and adjust program(s) accordingly.	Establish goals, objectives and evaluation criteria for programs. Review and evaluate program outcome and delivery; based on constituent needs analyze effectiveness of existing programs and recommend enhancement and/or new programs; report on program accomplishments.	Collaborate with directors, managers and program staff to develop long range goals, action plans and measurement /evaluation processes; regularly review program strategic plan and assess effectiveness of the program in achieving it and determine any adjustments needed.
	May plan and coordinate events working closely with College/Unit administration for assigned constituency group(s) (staff, faculty, students) to coordinate event participants and assist in development of related materials.	Plan and oversee events working closely with College/Unit and University-wide Leadership for multiple constituency group(s) (staff, faculty, students) to coordinate event participants and produce related materials.	Develop and oversee events working closely with constituency group(s) (staff, faculty, students) and College/Unit and University-wide Leadership to coordinate event participants and produce related materials.
	Assist with development and facilitation of College/Unit and University-wide inclusion and belonging programs and skills-based training and behavioral change, evaluate and assess program effectiveness and progress toward established goals.	Develop and facilitate College/Unit and University-wide inclusion and belonging programs and skills-based training and behavior change, ensuring content reflects changing regulations, University policies and procedures; evaluate and recommend enhancements for effectiveness and progress toward established goals.	Design, develop and deliver effective training programs to support inclusion and belonging objectives; partnering with leadership to recommend and implement strategies for continuous improvement and progress towards established goals.
Confidentiality	Partner with College/Unit and University-wide leadership to address sensitive inclusion and belonging issues suggesting	Proactively identify and evaluate complex and sensitive inclusion and belonging issues which require analysis of	Proactively identify, explore, and evaluate highly complex and sensitive inclusion and belonging issues which requires

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	approaches to address issues, advocating for best possible approach.	issues, problem solving, and presentation of approaches to address issues, advocating for best possible approach.	thorough analysis of issues, creative problem solving, and presentation of various approaches to address issues, advocating for best possible approach.
Policies/ Procedures	Provide guidance and interpretation of relevant resources and materials; participate in development and implementation of policies and procedures; determine when and how to involve leadership.	Provide integration and implementation of resource and materials; contribute to the development and implementation of policies and procedures; may partner with College/Unit and University-wide Leadership to ensure alignment and best practices.	Leads integration and implementation of compliance with university resources, contributes significantly to the development and implementation of policies and procedures, partner with College/Unit and University-wide Leadership to ensure alignment and creation of best practices.
	Provides subject-matter expertise & consultation to campus constituencies to support best practice standards, involving somewhat complex interpretation and implementation of regulations, policies and practices to resolve questionable cases and participate in the development of inclusion and belonging policies and practices.	Provides subject-matter expertise & consultation to campus constituencies and resolves cases and conflicts among constituencies to support best practice standards, involving moderately complex interpretation and application of regulations, policies and practice to resolve cases and influence the development of inclusion and belonging policy and practices.	Provides senior subject-matter expertise & consultation to campus constituencies and function leadership to create, develop and support best practice standards; resolves complex cases and conflicts among constituencies, involving the complex interpretation and application of regulations, policies and practice to resolve unusual cases and has substantial impact on specialty function and development of inclusion and belonging policy and practices across university operations.
Analysis	Performs research and evaluates related data in the ongoing development of inclusion and belonging policies, practices and procedures; produces reports and performs semi- complex data and information analysis and related research including observations and related analysis to provide subject matter response to inquiries that support College/Unit programs as required.	Performs research and evaluates ongoing development of inclusion and belonging policies, practices and procedures; develops reports and performs moderately complex analysis and related research including observations and related analysis to provide subject matter response and drive improvement to inquiries supporting College/Unit program goals as required.	Performs research and evaluates data and trends related to consultation, development of inclusion and belonging training, policies and procedures; regularly reviews and forms observations from data to make recommendations for refinement and influence policy, practice and drive improvements for College/Unit goal alignment, ensures reports in conformance with legislated requirements or organizational needs.
Communication	Maintain College/Unit and university-wide communications to prepare promotional content and marketing materials; ensure all content meets accessibility needs.	Partner with College/Unit and university-wide communications to continually develop and enhance modes of sharing information; identify and market promotional content and materials; ensure all content	Lead inclusion and belonging communications across the organization, champion inclusion and belonging initiatives by creating and maintaining employee-related content and messaging.

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		meets accessibility needs.	
Partnerships	May serve on College/Unit and university-wide committees dealing with inclusion and belonging issues; participate in College/Unit and/or university efforts to evaluate the academic and personal success of students on campus.	Serve on College/Unit and university-wide committees dealing with inclusion and belonging issues; be a visible and respected member of the Cornell community as a resource and support for students; participate in College/Unit and/or University efforts to evaluate the academic and personal success of students on campus.	Foster and maintain effective working relationships with College/Unit leadership, management and staff; develop an understanding of College/Units' vision and mission, culture, goals, and strategic priorities to proactively ensure appropriate judgment in proposing and implementing inclusion and belonging strategies
	Participate and consult with on-and-off-campus partners and serve as resource for and provide programmatic, consultative support services and resources for network groups (CNGs).	Participate and consult with on-and-off-campus partners and serve as resource for and provide programmatic, consultative support services and resources for network groups (CNGs).	Represent the College/Unit, collaborate with on-and-off-campus partners and serve as resource for and provide programmatic, consultative support services and resources for network groups (e.g., CNGs).
	Develop and maintain effective relationships with President's Advisory on Diversity and Equity (PADE) as well as other segments of the department, other student/academic services, and individuals and agencies outside of the University.	Develop and maintain effective relationships with President's Advisory on Diversity and Equity (PADE) as well as other segments of the department, other student/academic services, and individuals and agencies outside of the University.	Cultivate and maintain collaborative relationships with President's Advisory on Diversity and Equity (PADE) as well as other departments across campus to promote the incorporation of programs in the Cornell community.
Recruitment	Assist in identifying and recruiting high-quality candidates and/or students; provide assistance in setting priorities and identifying recruitment/hiring/admission strategies and operations.	Research and assist in developing strategies to identify and recruit high-quality candidates and/or students; provide advice and assistance related to planning and recruitment/hiring/admission strategies and operations.	Research and develop strategies to identify and recruit high-quality candidates and/or students; provide advice and assistance related to long range planning and recruitment/hiring/admission and operations.
Compliance	Address harassment in protection of all staff and students; provide case management support and respond with appropriate care and concern; coordinate with Local Human Resources and related Central offices to maintain bias incident reports supporting University's goals.	Address harassment in protection of all staff and students; conduct case management and respond with appropriate care and concern; partner with Local Human Resources and related Central offices to maintain bias incident reports supporting University's goals.	Promotes compliance with and effectiveness of policies, procedures and regulatory requirements throughout the College/Unit; partner with Local Human Resources and related Central offices to provide case management oversight and recommend response for bias incidents.

FACTOR PROFILE	11457 DIVERSITY, EQUITY AND INCLUSION SPECIALIST II, BAND E EX	11458 DIVERSITY, EQUITY AND INCLUSION SPECIALIST III, BAND F	11459 DIVERSITY, EQUITY AND INCLUSION SPECIALIST IV, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Substantial impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities	Persuading others to take a particular course of action Coordinate major activities
CONTACTS - OUTSIDE	Provide information within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Frequent contact dealing with confidential matters	Frequent contact dealing with confidential matters	Frequent contact dealing with confidential matters

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SUPERVISION	Provide guidance, counsel and information to employees throughout the University in specific support areas	Provide guidance, counsel and information to employees throughout the University in specific support areas	Day-to-day supervision of employees within the department
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment.	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices
EFFECT OF DECISION MAKING	Directly affect multiple functional areas Limited effect on students and employees	Directly affects multiple functional areas Moderate effect on students and employees	Directly affect an several departments Significant effect on students and employees
WORKING CONDITIONS	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.