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**Job Description: Director of Learning, Development, and Equity**

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| **Employee Name:** | **Department Name:**  24110 Howard Tilton Library |
| **Reports To:**  David Banush  Dean, Library and Academic Information | **Position Location**:  Howard-Tilton Memorial Library  7001 Freret St.  New Orleans, LA 70118 |
| **Position Schedule:**  Monday to Friday  8:30am to 5pm  (Evenings and weekends as needed.) | **Approved by:** Compensation  **Date:** March 7, 2022  **Career Band Level. Pay Grade:** P4.27  **FLSA Status:** Exempt 375 |

**Position Summary:**

The Director develops and implements equity action plans for the Tulane Libraries, including performance metrics, assessments, and revisions. The Director creates, implements, assesses, and updates a career development and performance enhancement training program for all library employees. This position builds individual employee skills, supervisor and manager skills, and overall organizational development through an equity lens.

**Required Education and Experience:**

* Bachelor’s Degree
* 5 years of experience in organizational development, organizational behavior, human resource management, and equity, diversity, and inclusion (EDI) initiatives.

**Required Knowledge, Skills, and Abilities/Competencies:**

* Demonstrated track record of leadership, with evidence of innovative approaches to professional development and continuous organizational improvement.
* Demonstrated project oversight skills, including developing, contracting for, and implementing programs, managing budgets, and overseeing or conducting assessments of programs.
* Evidence of well-developed, effective communication and listening skills.
* Ability to work independently and in a collaborative team environment with both cultural competence and cultural humility.
* Facilitation and coaching skills, in individual and group settings.
* Demonstrated commitment to equity and inclusion in the workplace.

**Preferred Qualifications:**

* Master’s Degree in Organizational Development or a related field.
* Demonstrated record of collaboration in complex organizational settings.
* Experience in leading culture change, employee engagement, and talent management.
* Familiarity with the culture of higher education and research libraries.

**Essential Functions:**

An incumbent assigned this classification will perform some or all the following universal essential functions approximately 95 percent of their time:

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| **ESSENTIAL FUNCTIONS OF THE JOB:** | **Typical % Allocation** |
| **Function: Learning & Development**   * Creates, implements, and continuously evaluates and revises a career development and performance enhancement training program for all library employees, including recruiting and retention. * Provides quality training to improve skills in a wide variety of job-related areas to employees at all levels * Educates supervisors of best practices in management and follow legal and ethical requirements in supervision * Ensures that supervisors use best practices in management and follow legal and ethical requirements in supervision * Makes it so that all employees view hiring, promotion, assignment of duties, flexible work arrangements, and growth opportunities through an equity lens. | 45% of job |
| **Function: Equity Initiatives and Trainings**   * Directs equity efforts across the library. * Ensures harmony with university initiatives. * Facilitates regular training on equity issues to employees at all levels. * Represents the library at campus-wide Strategy for Tomorrow events, meetings, and other programming. * Ensures that the library Diversity, Equity, and Inclusion Committee is aware of and aligns with such events, meetings, and other programming. * Assists in building a community of trust and inclusion for individual and collective growth. | 45% of job |
| **Function: Professional Organizations and Professional Development**   * Participates in appropriate professional organizations and professional development * Represents the library at relevant professional meetings * Incorporates and contributes to best practices for and evolving approaches to employee development, equity, diversity, and inclusion, and other essential functions of the position. | 5% of job |
| **Function: Other Duties**   * Performs other duties as requested or required, whether or not specifically mentioned in this job description. | 5% of job |
| **Total Essential Percentage Allocation for All Essential Functions** | **100%** |

**Universal Performance Standards:**

**Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

**Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

**Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

**Exhibits** a willingness to perform other duties as requested or required efficiently and timely.

**Complies** with all policies and procedures as stipulated in the Tulane Staff Handbook.

**Performs** work according to the University’s Core Values of Humanity, Openness, Integrity, Courage, Creativity, Excellence, and Empowerment.

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| **Financial Responsibility:** \_\_\_ Yes \_X\_ No  **Supervisory Responsibility:** \_\_\_ Yes \_X\_ No  **Is this position at risk of exposure to blood-borne pathogens or tuberculosis?**  **Blood-Borne Pathogens:** \_\_\_ Yes \_X\_ No  **Tuberculosis:** \_\_\_ Yes \_X\_ No  **HIPAA Statement:**  Employee provides services associated to the Tulane University Medical Group, its participating physicians and clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual.  \_\_\_ Yes \_X\_ No  **Is the incumbent in this position exposed to animals or animal tissues in conjunction with education or research?**  \_\_\_ Yes, and I understand that I must participate in the Animal Handler Health Surveillance Program, which is coordinated by the Office of Environmental Health and Safety.  \_X\_ No |

**SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.**

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| Employee | Date |
| Supervisor | Date |

**Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.**