

Deputy Director, Center for Digital Equity

Summary: The Center for Digital Equity (CDE) at Queens University of Charlotte is a public/private/resident coalition focused on making Mecklenburg County the most digitally equitable community in America. Between the advisory board and community council of the CDE residents, nonprofits, government agencies, private industry codesign strategies to achieve the mission while staff of the CDE support the coordination and execution of those strategies.

The Deputy Director works closely with the Executive Director in all management, administrative, and operations processes of the Center for Digital Equity. This is a new position and requires a change maker who is innovative, detail oriented and self-motivated. This position is a unique opportunity to strengthen the field of digital inclusion. This is a full-time, benefits-eligible position and reports to the Executive Director of CDE. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities include:

- Effectively and efficiently manage day-to-day operations of program directors and five workstream co-chairs
- Lead or co-lead execution of CDE approved strategies and tactics
- Ensure smooth operation of the organization's key day to day functions.
- Provide oversight of select projects and programs
- Ensure programmatic excellence.
- Ensure tasks, deliverables, and reports are completed accurately and on time.
- Assist in completion of tasks, deliverables, and reports when necessary.
- Manage project budgets.
- Create timelines and ensure milestones are met.
- Provide staff support and guidance.
- Contribute to CDE written works and social media as needed and assist with other communication tasks as needed.
- Support the preparation and execution of CDE events.
- Represent CDE at conferences and community engagements.

Secondary Functions:

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge and Skills Required:

- Minimum of five years managing complex projects involving multiple partners.
- Excellent communication skills both up and down within an organization
- Demonstrated success in leadership, coaching, and relationship management.
- Experience within a non-profit organization preferred.
- Experience within a higher education system preferred.
- Experience working directly with community members preferred.
- Knowledge of digital inclusion and digital equity efforts.

- Ability to demonstrate initiative by taking action without being told and flexible and adaptable to changing conditions.
- Ability to manage multiple priorities and creatively solve problems in a dynamic environment.
- Experienced and comfortable with all businesses processes conducted digitally include word processing, project management, budget management and communication. a unified voice for digital inclusion policies and programs.
- Ability to communicate and engage effectively with a diverse population, including strong written and verbal communication skills.
- Ability to work independently and take initiative.

Application Process

Qualified candidates should submit documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**DD-CDE**” and **YOUR NAME** in your email Subject Line.
(**Example:** DD-CDE Shawn Mullin)

Submissions received by February 15, 2022 will receive first consideration.
Queens will continue to accept applications until the position is filled.

Queens University of Charlotte

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger.

Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, childbirth and conditions related to pregnancy or childbirth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens- paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Physical Requirements *(with or without reasonable accommodation)*

- Remain in a stationary position, most of the time.
- Exchange accurate information with co-workers and clients, frequently.
- Read reports, create presentations, use a computer system, most of the time
- Communicate with co-workers, clients and vendors, most of the time.
- Write, type, and use the computer, telephone, copier, and other office equipment systems, most of the time.
- Move about inside the workspace to access resources and office equipment, and attend meetings across campus, regularly.
- Exert moderate force to move objects, occasionally.
- Think critically, concentrate on the task at hand, and respond quickly to changes in conditions, most of the time.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the position, including occasional evenings, and/or weekends.

- Work in office environment, involving contact with donors, faculty, staff, students, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.

Nothing in this job description restricts the university's right to assign or reassign duties and responsibilities to this job at any time; this description reflects the university's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; this job description is subject to change at any time.