



# COLLEGE OF EDUCATION

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## CENTER FOR DIVERSITY AND INCLUSION IN HIGHER EDUCATION

Title: Postdoctoral Fellow

FLSA Status: This position is exempt.

Prepared by: Center for Diversity and Inclusion in Higher Education (CDIHE)

Department: Counseling, Higher Education and Special Education (CHSE) in the College of Education

Institution: University of Maryland, College Park

Revision Date: 06-5-19

### SUMMARY:

The Center for Diversity and Inclusion in Higher Education (CDIHE) is situated in the Department of Counseling, Higher Education, and Special Education in the College of Education at the University of Maryland, College Park. The vision of this think tank, research and outreach center is to become a national resource for professional standards in the field and be a source for consultation and guidance for universities across the country on critical issues related to equity, diversity and inclusion in higher education. The center is committed to engaging with a wealth of diverse communities, federal government agencies, higher education institutions, and international partners to set an ambitious agenda for the development and distribution of knowledge about equity, diversity, and inclusion issues in higher education.

The CDIHE has a multi-pronged mission as a think tank and national center for research, policy, professional standards, and consultation related to equity, diversity and inclusion (EDI) in higher education. Within that mission, we engage in a wide range of activities including but not limited to the following: (a) convening conferences, professional association meetings, and thought leader summits; (b) issuing policy papers and scholarly position papers on topics related to EDI in higher education settings; (c) professional consultation to higher education institutions and their subunits on a wide range of EDI issues; (d) institutional research and assessment (e.g., campus climate studies; external reviews); (e) scholarly research and conceptual writing for publication in the fields of higher education administration, student affairs, counseling psychology and related fields. Post-doc faculty in the Center are expected to contribute to existing projects within the ongoing activities in the CDIHE, and may propose independent projects in any of the areas connected to our mission (subject to approval of the director and executive director). Some typical and past topics for projects in the Center include (a) antiracism; (b) campus climate research; (c) difficult dialogues teaching and learning; (d) faculty and staff diversity hiring; (e) standards of professional practice for diversity officers and institutions of higher education; (f) microaggressions; (g) the intersections of free speech,

academic freedom, and social justice advocacy; (h) safe spaces, brave spaces, courageous spaces, and trigger warnings in relation to academic freedom, free speech, classroom climate, and nondiscrimination; (i) student affairs, social justice advocacy, campus activism; (j) diversity strategic planning; (k) hate-bias incident response and reporting; and diversity-related crisis communications.

We are seeking to expand the scope of expertise represented in the Center as well as increase our depth of expertise in existing areas of strength. The postdoctoral experience provides recent doctoral graduates with a full-time program of advanced academic preparation, professional development, and research training under the guidance of the Center's leadership. Postdoctoral appointments are temporary by nature. Postdoctoral fellow positions are subject to the availability of funds and are not eligible for layoff or recall status.

#### DISTINGUISHING CHARACTERISTICS:

Duties assigned to this title will require an in-depth knowledge of a specialized field, process, or discipline and may involve organizing and implementing complex research plans related to the mission of CDIHE. Postdoctoral fellows may teach no more than 1 course per 12-month appointment, as predetermined by the CDIHE director and based on the availability of course offerings. The postdoctoral fellow may assist the principal investigator in the CDIHE. Additionally, the postdoctoral fellow serves as a coordinator of convenings, learning development administrator, and project consultant. This position differs from classified staff research positions in that typically greater education and experience is required, and projects tend to be more complex and wider in scope.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the development of educational programs and initiatives centered on diversity, inclusion, and equity for the center.
- Assists faculty directors and other collaborators, or may act independently, in supporting and designing research agendas and consultation proposals: inclusive of establishing priorities and recommending schedules, suggesting approaches to project outcomes, time tables and budgets, etc.
- Support the director and center with the organization and implementation of center related special events.
- Presentation of project results to internal and external parties.
- Writing position papers, op eds, and research reports related to issues of diversity and inclusion in higher education.
- Utilize appropriate and current techniques/protocols in project management to ensure integrity and security of the consultation process, comprehensive documentation, and client management.

- Gather related literature and research to support the design and implementation of projects and development of reports, ensuring conceptual relevance, comprehensiveness, and currency of information.
- Write and publish articles in peer-reviewed journals/digests that highlight findings from research activities ensuring consistency with the highest standards of academic publication and showcasing the center's research leadership.
- Performs statistical and qualitative analyses and producing written reports on the result of the analyses.
- Effectively uses available technology to facilitate the success of the project.
- Participate in team oriented approach to Center related projects
- Liaisons with other UMD departments, outside collaborators, and others to ensure success of project.
- Engage in searching for grant opportunities and writing/submitting grant proposals.
- Support the Center in the organization and implementation of its Thought Leaders summit and associated programming.
- Identify areas of improvement within the research structure using integrated management approaches in pursuit of capacity building/strengthening and the preservation of rigor in consultation projects and research studies.
- Other duties may as assigned

**BUDGETED TIME:**

30%	Within the predetermined research scope and methodology, conduct research in the field. Participate in the CDIHE consulting engagements. Initiate grant writing proposals related to the CDIHE research agenda.
30%	Participate/assist in manuscript writing for publication in scholarly journals and/or presentations/training sessions. Includes time devoted to consultation reports.
25%	Dedicated to the organization and implementation of the Center's special events and learning development opportunities.
10%	Center maintenance, including equipment maintenance, and ordering of supplies as needed.
5%	Other duties as assigned, which may include attending conferences and meetings.

*\*These figures serve as a range and may vary based on Center related projects, events, etc. Staff are asked to maintain regular office hours in the Center as outlined by the leadership team.*

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles and techniques of the subject disciplines.
- Organizational and project management skills.
- Budget management skills.
- Program planning and implementation skills.
- Written and oral communication skills.
- Ability to teach and present effectively.
- Skill in leading, coordinating, and/or supervising the work of others.
- Awareness of and commitment to UMD's EEO/Affirmative Action Plan and Safe Working and Learning Environment goals.
- The ability to work effectively with people from a variety of culturally diverse backgrounds

#### EDUCATION and/or EXPERIENCE:

Requires a Ph.D. in the higher education, student affairs, counseling psychology or a related discipline by the time of appointment. Relatively recent graduate or graduation by the time of appointment.

#### TERMS AND CONDITIONS:

This is a position based in the College of Education, Counseling, Higher Education, and Special Education (CHSE) department of the University of Maryland. The initial contract will be for 1 year (12 months) period, subject to a probationary period of 6 months.

#### MATERIALS REQUIRED:

For best consideration, please send a letter of interest, provide a list of three professional references, and detailed CV to Candace M. Moore, Ph.D., [cmmoore@umd.edu](mailto:cmmoore@umd.edu) by June 17, 2019.