



Position Profile
Executive Director
Office of Outreach & Education
February 2019

This search is managed in partnership with Summit Search Solutions, Inc.

THE INSTITUTION

Founded in 1890 in Pullman, Washington State University (WSU) is a land-grant university with the overarching mission of improving the quality of life for all citizens – locally, nationally, and globally. WSU is committed to innovation and excellence in research and scholarship. The institution has a current enrollment of over 30,000 undergraduate, graduate, and professional students and approximately 6,000 faculty and staff at its five campuses (Pullman, Spokane, Tri-Cities, Vancouver, and Everett), as well as its numerous other locations across the State of Washington and online through its Global Campus.

WSU is one of the country's top public research universities. It is governed by an independent ten-member Board of Regents. WSU comprises the Colleges of Agricultural, Human, and Natural Resource Sciences; Arts and Sciences; Business; Communication; Education; Engineering and Architecture; Honors; Medical Sciences; Nursing; Pharmacy; Veterinary Medicine, as well as the Graduate School, WSU Global Campus, WSU Extension; and the new College of Medicine. WSU provides excellent opportunities for graduate study in 80 master's degree programs and 64 doctoral degree programs, as well as four professional degree programs within the colleges located in Pullman, Spokane, Vancouver, Tri-Cities, and through WSU's Global Campus.

WSU is ranked as a "highest research activity" institution by the Carnegie Foundation and is in the top 10 percent of research universities as reported by the National Science Foundation. WSU was also recognized by the Carnegie Foundation for the Advancement of Teaching for its engagement activities with its Community Engagement Classification.

WSU students represent diverse social, economic, and ethnic backgrounds: approximately 15 percent of WSU students hail from outside the state of Washington, and approximately 7 percent are international students. WSU annually awards more than \$380 million in scholarships and financial aid to approximately 17,000 undergraduate students.

WSU operates as an integrated university, with all campuses adhering to the same set of practices and policies: degree requirements are similar across campuses; all instructors and researchers, regardless of their location, are considered part of one faculty; and the offices of finance and administration are regarded as distinct, but highly integrated components of one division. WSU has been redefining its administrative and operational structures to ensure delivery of an integrated set of services while allowing each campus autonomy and a clearly defined identity.



SPOKANE



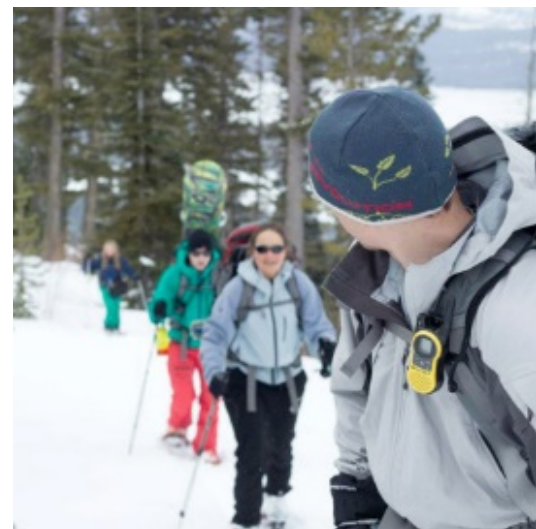
TRI-CITIES



VANCOUVER



EVERETT



Intercollegiate athletics play an important role at WSU, and "Cougar Pride" is evident throughout the state of Washington. More than 500 student-athletes compete at the NCAA Division I level as members of the PAC-12 Conference, nicknamed the "Conference of Champions." The football team has attended bowl games two of the last three years, and it has a new 88,880 square foot Cougar Football Complex.

WSU has an ambitious 2014-2019 strategic plan available at <https://strategicplan.wsu.edu> that is built on the core values and broad mission of the University. Goals and strategies were developed to achieve significant progress toward WSU's aspiration of becoming one of the nation's leading land-grant universities and emphasize the institution's unique role as an accessible, approachable research institution that provides opportunities to an especially broad array of students while serving Washington State's expansive portfolio of social and economic needs.

Building on the cornerstones of the strategic plan is the "Drive to 25." WSU's goal is to be recognized as one of the nation's top 25 public research universities, preeminent in research and discovery, teaching and engagement by 2030:

- WSU will offer a transformative educational experience to undergraduate and graduate students.
- WSU will accelerate the development of a preeminent research portfolio.

STUDENT AFFAIRS AND THE OFFICE OF OUTREACH & EDUCATION

Under the vision of Dr. Mary Jo Gonzales, the Division of Student Affairs is becoming a robust, proactive, university-wide unit. The administrative structure of Student Affairs is comprised of four pillars, each led by a different Associate Vice President. The pillars of Student Affairs are: Community, Equity, and Inclusive Excellence; Student Engagement; Finance and Administration; and the Dean of Students. Together, they support the VP in her efforts to create more synergies on campus and across campuses, promote collaboration, reduce duplication, ensure sound fiduciary and resource oversight, drive campus-wide equity and inclusion efforts, and provide outstanding student support.

The pillar of Community, Equity and, Inclusive Excellence (CEIE), which includes the Office of Outreach & Education (OED), is a result of a desire to foster a more welcoming and inclusive climate for faculty, staff, and students and to have more proactive conversations and actions around diversity, equity and inclusion for all. Key to the CEIE pillar, OED provides cultural competency and social justice education to faculty, staff, and students. OED plays a central role in the ongoing development of a vision and strategy to foster community, equity, and inclusive excellence across the university.

This CEIE pillar currently includes:

- The Access Center, which serves students with disabilities, health conditions, and injuries that limit student access to the WSU environment. The Access Center aims to provide accommodations and services that remove or reduce barriers and to provide equal access to learning.
- Equity and Diversity/Diversity Education, which provides cultural competency and social justice education to faculty, staff, and students. It also oversees the Culture and Heritage Houses, a set of cultural centers on the Pullman campus which were established to assist in the development of diverse learning communities; preserve and promote learning and appreciation of specific cultures and histories; provide a central location of collections of books, art, films, and artifacts that highlight the experiences of specific groups; and to create a comfortable learning environment that fosters inclusion and intercultural understanding for the entire community.
- The Elson S. Floyd Cultural Center, which facilitates critical dialogues around race, ethnicity, intersectional identities, systems of oppression, cultural empowerment, and social justice. Its programming is dedicated to engaging diverse populations and increasing cross-cultural understanding. It serves as a space to provide cultural programming, social justice outreach, and community engagement. OED works on the ongoing development of this Center.
- The Gender Identity/Expression and Sexual Orientation Resource Center (GIESORC), which promotes education, empowerment, and engagement for LGBTQA constituents across the university. GIESORC advocates for administrative support, development of policies and dedication of proactive resources, education and action around gender identity, expression, and sexual orientation.
- Multicultural Student Services, which facilitates the best undergraduate experience for multicultural, first generation, and other underrepresented students through the provision of culturally relevant services to enhance their learning and development and foster their successful transition, adjustment, persistence, achievement, and graduation.
- The Women’s Resource Center, which works to promote a safe and supportive climate that enables women to engage as full and active participants within the university system. By assisting, supporting, and mentoring women at WSU, the Center actively confronts societal challenges and obstacles through activism and working for change.

THE OPPORTUNITY

The Executive Director for Outreach and Education (EDOEd) reports directly to the Associate Vice President of CEIE and plays a critical leadership role within this pillar. The EDOEd provides direction, staff supervision, fiscal management and general oversight to the outreach and education arm of CEIE, which includes three professional staff as well as a number of student employees. The EDOEd is responsible for ensuring that all efforts and processes are aligned with the mission and goals of the Division of Student Affairs and the University. The EDOEd will unite a team and create the organizational structures necessary for success. As collaboration is essential to creating lasting and meaningful change, the EDOEd will work to forge stronger partnerships across the division and the university community to provide a transformational student experience and leverage partnerships across the university for the development of faculty and staff.

Responsibilities:

- Provides leadership and direction in the planning, development, and allocation of resources.
- Establishes and implements, in partnership with direct reports, short and long-term organizational goals and objectives.
- Develops, with staff, measurable program and initiative outcomes.
- Leads diversity and inclusion efforts within the Division of Student Affairs at WSU Pullman through providing

leadership and supervision to the outreach and education arm of CEIE.

- Works with the AVP and affiliate faculty on the programming and ongoing development of the Elson Floyd Cultural Center.
- Works with the AVP and others to develop and implement processes and strategies to effectively communicate and implement WSU's plans, policies, and its progress regarding equity, strengthening a campus climate that supports equity and diversity in all of its dynamic complexity.
- Works in partnership with the leadership of CEIE in efforts to develop, review, and assess the impact and effectiveness of a wide range of diversity and inclusion programs and activities relating to outreach and education.
- Assists and partners in the enhancement of and provides leadership in the implementation of strategies to foster equity, inclusion, and community within Student Affairs with a focus beyond the paradigm of race, ethnicity, and gender to promote understanding of the nuances involved in the intersection of identities in a pluralistic societal context.
- Partners with CEIE leadership and other campus partners, in leading critical dialogues across the University.
- Provides leadership and direction regarding equity training across the WSU system.
- Works with direct reports to create a vision and three-year strategic plan for CEIE for outreach and education:
 - Creates the organizational structures necessary for success, including establishing goals and objectives, measurable outcomes.
 - Makes changes as appropriate to execute the vision of a newly formed team.
- Serves on university-wide committees, task forces, and working groups as appropriate.
- Is a visible and accessible champion for all students and an advocate for students of diverse backgrounds, identities, experiences, and perspectives.
- Assesses student needs and interest and then leads the ongoing development and implementation of effective programming that integrates diversity, equity and inclusion into the student experience, including workshops, training programs, speaker series, exhibits, performances, and other activities that promote varied perspectives.
- Provides oversight to the four Heritage Houses (<https://culturalhouses.wsu.edu/>)

Required Qualifications:

- A Masters' degree in a relevant field (terminal degree preferred)
- A minimum of five years of progressively responsible, relevant experience. At least two years of this experience must be in higher education, although broader experience in settings beyond higher education is valued.
- At least three years of managerial experience that includes demonstrated skill in directing/supervising the work of others.
- Experience with and demonstrated skill in developing, executing and assessing programs and trainings.

Knowledge, Skills, Abilities or Competencies:

- Skills in organizing and expressing ideas in oral and written communication.
- Demonstrated interpersonal written and oral communication skills.
- Demonstrated experience/skills in cross-cultural communication.
- Broad and complex knowledge of the role of social justice on a college campus.
- Ability to interact effectively with a variety of stakeholders both on and off campus.
- Ability to manage crisis and able to perform under stress and/or in emergencies.
- Ability to work as an integral part of a team.
- Ability to be self-initiating.

PROCEDURE FOR CANDIDACY

Confidential review of application materials begins immediately; parties who apply before Friday, **March 15th** will be given first consideration.

Please submit a resume and letter of interest upon application. In your letter of interest please clearly address 1) the experience you have had managing and directing the work of others; 2) your experience developing, executing and assessing relevant programs and trainings.

All applications and nominations will be held in confidence.

To apply, go to: <https://theapplicantmanager.com/jobs?pos=su132>

For more information or to offer recommendations or nominations:

Caitlin Hummel

Senior Consultant

Summit Search Solutions, Inc.

Direct: (585) 880-7550

chummel@summitsearchsolutions.com

Beth Baldino

Senior Consultant

Summit Search Solutions, Inc.

Direct: (828) 645-8967

bbaldino@summitsearchsolutions.com

WSU is an equal opportunity/affirmative action educator and employer. Members of ethnic minorities, women, protected veterans, persons of disability, and/or persons age 40 and over are encouraged to apply.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services at: 509-335-4521; Washington State TDD Relay Service, Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259 (FAX), or hrs@wsu.edu



Summit Search Solutions, Inc. is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon. Summit brings precision, process, and passion to its work.



PULLMAN, WASHINGTON

This position is located in Pullman, Washington. Pullman is a town of approximately 31,000 people located in southeastern Washington, 75 miles south of Spokane.

Pullman offers the stimulation of a research university in a small-town living environment. It is close to mountain ranges, scenic lakes, and rivers in an area that offers excellent outdoor activities. Commuting is easy in Pullman; you can make your commute part of your daily exercise program as it's easy to get around by bicycle and on foot. The city maintains 15 miles of paved bicycle and pedestrian paths.

- Interwoven within Pullman are 17 parks with over 145 acres of land. Each with its own unique features and recreational opportunities.
- Pullman ranks in the [top 50 "Safest Places to Live in Washington"](#) according to [Niche.com](#).
- Pullman ranks among the ["Best Places to Live in Washington"](#) according to [Niche.com](#).

The [Pullman Public School district](#) as a whole rates in the highest category according to [GreatSchools.org](#). Ratings are driven by students' stellar performance on standardized tests. [US News & World Report](#) ranks Pullman High School among the top 14 best high schools in the state. More than half of Pullman High students participate in Advanced Placement® coursework and exams.

Pullman lies at the heart of one of the world's great agricultural regions. That means you can enjoy locally sourced foods and fabulous local dining. WSU has the largest organic teaching farm in the country. Through its Community Supported Agriculture program you can buy local, organic produce directly from the farm. You can also buy fresh, local produce at farmers' markets in Pullman and neighboring Moscow.



To learn more about living in Pullman, visit:

City of Pullman: <http://www.pullman-wa.gov/about-pullman>

Palouse Scenic Byway: <https://www.youtube.com/watch?v=xjrF3GlyKSs>