

Associate Dean for Diversity and Inclusion
USC Suzanne Dworak-Peck School of Social Work

The Associate Dean for Inclusion and Diversity at the USC Suzanne Dworak-Peck School of Social Work is responsible for broad oversight of issues and strategic planning for initiatives that result in fair and equal opportunity and practice in recruitment and hiring, admissions, retention, career development and training for all faculty, staff and students within the School.

Duties and responsibilities for the Associate Dean for Inclusion and Diversity include, but are not limited to, the list below:

- Collaborates and engages the Dean, other senior leadership (Academic Affairs, Research, Faculty Affairs, and Administration), and offices of Communications, Development, and Alumni Affairs, to accomplish shared goals in achieving inclusion and diversity for faculty, staff and trainees.
- Oversees the school's Inclusion and Diversity strategic planning and implementation processes
- Work on improvement in community, wellness, and morale
- Represents the school in university diversity initiatives and programs
- Work with or develop school committees to work on initiatives
- Works with the Office of the SVP for Health Affairs and the Provost's office as appropriate to implement cross-school and university diversity initiatives in the school.
- Works with school leadership in the crafting of policies to ensure compliance with the ideals of inclusion and diversity
- Works with Faculty Affairs and HR on ensuring search committees are knowledgeable concerning best practices in diversity hiring and retention.
- Makes training available to stakeholders that addresses how to best achieve diversity goals, and identifies challenges to those processes
- Assesses the school climate and changing needs of school stakeholders on an ongoing basis, and shares the progress of the school in achieving goals and developing strategies
- Oversees ADA requirements for faculty, staff and students, and works with university offices and facilities management, where necessary, to provide equal access for faculty, staff and students.
- Works with the school's communications team to craft and disseminate effective messaging for inclusion and diversity goals.
- Keeps the Dean informed on a timely basis of all emergent issues.
- Performs additional tasks and responsibilities, as may be assigned by the Dean.