



## Affirmative Action and Equity Compliance

### Sample Position Description Items – Diversity and Equity

The items that follow are intended as samples, and do not constitute a required list. These are examples that departments can use to help them establish competencies, skills, proficiencies, or abilities related to diversity and equity expected as part of the duties and responsibilities for a position.

These samples include a range of items that might be useful for all kinds of positions, with various levels and types of responsibility. Not every item is appropriate for every position. In addition, there are many different ways to express particular requirements, so some of the items may be similar but with slightly different emphases. Review the items to see how they are designed, and see whether you find any that are particularly appropriate for the position description you are writing. You may adapt items to make them more relevant to the functions of the job. You may also write your own items that are tailored to the needs of your unit. We have provided some options for wording [in brackets] that may help in adapting items for different roles and responsibilities.

- Demonstrated sensitivity to and ability to work with diverse populations
- Intercultural sensitivity and experience working with people of diverse backgrounds, experiences, and abilities
- This position requires outstanding communication and interpersonal skills, including sensitivity to and experience working with people of diverse backgrounds, experiences, and abilities
- Ability to work with [students] [co-workers] [colleagues] of diverse backgrounds, experiences, and abilities
- Demonstrated commitment to diversity and inclusion
- Ability to work well and cooperatively with diverse [staff members] [colleagues] [students]
- Contribute to a welcoming and supportive [institutional] [educational] [office] [classroom] environment for diverse [student] [employee] [population] [clientele]
- Cooperate and participate in the creation of programs which support diverse populations in the university.
- Ability to establish positive working relationships with [diverse] [international] [students] [co-workers] [colleagues].
- This position requires specific training in communicating with members of other cultures and native speakers of other languages

- Experience in working effectively with international and diverse people, or having lived and worked abroad, is desirable but not required
- Support NIU's commitment to creating an inclusive educational and workplace environment
- Contribute to the diversity and excellence of the academic community through research, teaching and/or service
- Provide leadership in diversity initiatives that support the attainment of organizational goals and objectives
- Develop strategies to recruit, retain and promote a diverse [staff] [faculty] [workforce] that represents the population served by the institution
- Consistently treat all [clientele] [students] [co-workers] [colleagues] with dignity and respect
- Demonstrate recognition of the value of diverse backgrounds, experiences and abilities; create a work environment where diverse talents and abilities are valued
- Model a positive attitude regarding diversity. Communicate the importance of diversity in staff meetings, and include diversity discussions in communications with staff.
- Create and maintain a work environment that is respectful and accepting of diversity. Set clear guidelines for expected behaviors and clear methods for reporting inappropriate behaviors.
- Actively solicit and engage diverse groups in program planning and implementation.
- Implement teaching strategies to [incorporate diversity into curricula] [manage respectful and civil classroom environment] [enhance student understanding of diversity] [maintain a classroom environment conducive to the success of all students]
- Communicate effectively with diverse populations
- Integrate the [issues] [concerns] [needs] of diverse populations into programs and services
- Advance [teaching] [research] [scholarship] addressing diversity in the field of \_\_\_\_\_.