

## Job Description



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<b>Job Title:</b>	Associate Director, Equity
<b>Department:</b>	Office of the AVP, Equity, Diversity, Inclusion & Anti-Racism
<b>Reports To:</b>	Director of Equity
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 12
<b>Effective Date:</b>	August 2023

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### **Primary Purpose**

The Associate Director, Equity (ADE) supports the Director of Equity in their strategic vision and leadership, particularly as it pertains to trans and gender equity on campus. The ADE is responsible for developing strategies that create equitable spaces for campus community members of all gender identities and expressions to work, study and thrive. The ADE is responsible for the leadership and management of key institutional projects.

### **Key Accountabilities**

#### **Strategic Initiatives, Project Planning, and Implementation**

- Develops the University's Trans and Gender Equity Strategy in partnership and collaboration with key stakeholders, Faculties and Academic Support Units.
- Co-creates and leads initiatives related to trans and gender equity and other Ontario Human Rights Code (OHRC) protected grounds through meaningful consultation, application of the OHRC, extensive intersectional equity knowledge and an understanding of the University of Waterloo post-secondary context.
- Collaborates with and advises Faculties and Academic Support Units on the development and implementation of trans and gender equity goals in their strategic and operational plans.
- Supports the implementation of the Equity Unit's goals under EDI-R's broader strategic plan.
- Employs project management approaches to manage work, information and logistics of project deliverables.
- Maintains a strong understanding of current research, best practices, and legal and legislative frameworks related to trans and gender equity.

#### **Capacity Building and Support**

- Responds to individual disclosures of discrimination and harassment based on gender identity and expression through informal support and referrals.
- Liaises with the Education and Outreach Unit to create and maintain a comprehensive trans and gender equity training strategy for the campus.
- Supports the delivery of responsive education and training related to gender identity and expression including those involved in responding to and addressing individual experiences of harm.

#### **Collaboration and Relationship Building**

- Actively builds relationships with trans and queer students, faculty and staff and proactively creates opportunities for them to bring their needs to the attention of administration.
- Provides subject matter expertise on complex trans and gender equity issues.
- Provides trans and gender equity expertise on campus committees and working groups.
- Creates and chairs committees related to trans and gender equity as needed.

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*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<p><b>Education</b></p> <ul style="list-style-type: none"><li>• Successful completion of a post-secondary university degree, in an academic discipline related to the role (e.g., Social Work, Gender Studies, Counselling Psychology, Community Psychology etc)</li><li>• A Master's degree is required.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Significant knowledge of, and demonstrated commitment to equity and anti-racism.</li><li>• Significant experience leading and implementing equity initiatives at a large, decentralized, and complex university or institution.</li><li>• Demonstrated knowledge of trans and gender equity issues.</li><li>• Experience effecting organizational change, including policy, procedural, practical and behavioural change.</li><li>• Experience working on organization-wide committees and working collaboratively with multiple stakeholders.</li><li>• Proven ability to advance policies, programs, and practices with the framework of equity and anti-racism.</li><li>• Experience, and demonstrated ability to build partnerships, collaborate and consult meaningfully with underrepresented groups, specifically trans and queer communities.</li><li>• Experience in developing equity related education, policies, and programming.</li></ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"><li>• Demonstrated strong understanding of trans and gender equity, intersectionality, Anti-racism, decolonization, inclusion, anti-oppression, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (as well as other relevant legislation), and the application of those terms, frameworks and legislations in an institutional context</li><li>• The professional confidence and communication skills to effectively engage community members on what can often be contentious or delicate issues</li><li>• Excellent organizational and project management skills</li><li>• Ability to work on confidential and sensitive matters with tact and discretion</li><li>• A high level of interpersonal skills and the capacity to listen effectively and sensitively to a broad range of diverse stakeholders, including students, faculty and staff members</li><li>• The ability to develop and execute training on equity-focused issues, including compliance matters</li><li>• Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, and/or other data content management systems, quantitative and qualitative research design and methodologies</li></ul>

### **Nature and Scope**

- **Contacts:** Reports to the Director of Equity, works closely with other members of the EDI-R Office, especially on consultation and support work. Internally, this position will regularly work with Faculties and Academic Support Units across campus. This position will be in contact with the Faculty (FAUW) and Staff (UWSA) Associations, the Waterloo Undergraduate Student Association (WUSA) and the Graduate Students Association (GSA). The Associate Director may act as a delegate for the Director of Equity on an as needed basis at internal and external meetings, events, conferences, and other

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initiatives as needed.

- **Level of Responsibility:** The position is responsible for supporting the Director of Equity with the deliverables related to the equity portfolio and providing functional guidance to support units and faculties related to embedding trans and gender equity initiatives in their departments. The Associate Director will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the university.
- **Decision-Making Authority:** The Associate Director is expected to be self-directed in executing their responsibilities under the guidance of the Director of Equity. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgement, tact and discretion in juggling and executing these responsibilities. The Associate Director will make recommendations to the Director of Equity regarding the execution of their responsibilities.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment. This position works independently and collaboratively and requires sound judgement, a strong work ethic and an ability to work under very challenging time constraints with competing priorities.
- **Working Environment:** Moderate psychological and emotional risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions including dealing with the political sensitivities of equity work. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple, and/or tight, unalterable deadlines, and frequent interruptions.