

**Director JEDI**

**Job Title:** Director of Justice, Equity, Diversity & Inclusion (JEDI)

**Department:**

**Reports to:** Senior Associate Dean for JEDI

**FLSA Status:** Exempt

**Summary:**

The Director of Justice, Equity, Diversity & Inclusion (JEDI) will work closely with the Senior Associate Dean for Justice, Equity, Diversity & Inclusion with a focus on equity-driven data and strategic initiatives for Wake Forest University School of Medicine (WFUSM) in its enterprise-wide, mission-driven JEDI efforts. In addition to overall JEDI, this position will focus on three key areas: 1) using data to understand the landscape of our faculty, learners, and community population, including examining trends, gaps, and outcomes; 2) implementing research methodologies to advance goals related to justice, equity, diversity, and inclusion; and 3) building strategic relationships across the institution and community partners to advance the mission and goals of the Wake Forest University School of Medicine.

This position will report to the Senior Associate Dean for JEDI and collaborate with other WFUSM leaders, to implement a vision and strategy for the collective academic enterprise with defined goals and outcomes that encompass measures of justice, equity, diversity, and inclusion. The candidate will be a team player focused on using data for the greater good of the Wake Forest University School of Medicine.

**Essential Functions:**

- Coordinate and liaise with senior leadership on all matters of interest to the education mission, integrating multiple parts of the organization, including leadership, faculty, staff, learners, and the community to address issues and projects so they can move swiftly to resolution or execution.
- Represent the Senior Associate Dean throughout a broad range of programs, committees, meetings, and complex issues. Identify issues that require cross-functional input and participate in the evaluation, analysis, and coordination of strategies, project management, decisions, and outcomes.
- Responsible for the oversight and implementation of selected projects and action plans related to JEDI strategy and operations, managing and integrating new business into JEDI Administration, including aspects of communication, project management, administration, and troubleshooting.
- Apply metric-driven and strategic analysis in the review, evaluation, and ongoing assessment of research support functions, leading a myriad of ad hoc analytical studies and committees and data collection efforts on behalf of JEDI Administration.
- Proactively collaborate with key leadership and provide input into strategic planning. Independently anticipate needs while seeking, evaluating, and proposing innovative and productive strategic solutions for consideration by JEDI leadership.
- Serve as the Senior Associate Dean's point of contact for the development of communication strategies. Oversee communication flow from JEDI Administration to facilitate prompt and

effective resolution of multiple complex issues encompassing cross-functional areas within the institution mission.

- Assist in leadership and guidance to the research community with information on research policies, resources, and topics on JEDI.

**Specific Job Duties:**

- Oversees the departmental budget; assist in the conduct of overall operations.
- Develop a comprehensive strategy for measuring and assessing the climate of justice, equity, diversity, and inclusion across the academic enterprise.
- Aggregate data from multiple sources to build a data warehouse that supports academic enterprise research efforts and practice.
- Disaggregate data to illustrate and understand the landscape of data and equity gaps to accomplish meaningful advancement.
- Examine the efficacy of justice, equity, diversity, and inclusion efforts in collaboration with institutional and community stakeholders.
- Leverage the data warehouse as a resource for informing decisions, advancing education, supporting research efforts across the academic enterprise, and with accessible for the Wake Forest University School of Medicine.
- Collect and curate additional data in the data warehouse, as needed, related to justice, equity, diversity, and inclusion initiatives and community engagement efforts.
- Partner with the Office of Institutional Effectiveness to implement and sustain a climate assessment strategy and methodology that discloses the lived experience from multiple identity and/or background perspectives including race, gender identity, sexual orientation, socioeconomic status, disability, faith, etc.
- Lead teams that determine and implement strategies for ensuring an optimal learning environment.
- Respond to the needs of departments, particularly as they develop their change agenda, and as they seek grant dollars for justice, equity, diversity, and inclusion.
- Assist with work within the various community organizations to define and deepen partnerships with the academic health learning system to optimize our long-term health impact.
- Lead grassroots efforts to educate and recruit a diverse student population, assist with faculty recruitment and faculty development to advance education and DEI efforts.
- Develop a process for departments and researchers to follow so that there is a blueprint and template(s) in place that can be used across the organization.
- Pursue funding and partnerships that can amplify justice, equity, diversity, and inclusion efforts.
- Demonstrate and uphold Atrium Health's Culture Commitments:
  - We create a space where all **Belong**
  - We **Work as One Team** to make great things happen
  - We earn **Trust** in all we do
  - We **Innovate** to better the now and create the future
  - We drive for **Excellence** – always

**Minimum Requirements:**

- Medical Doctor, PhD, EdD, or other management-focused master's degree,

- Minimum 10 years progressive experience leading to management/direction of education administration, operations, finance, and/or federal research award management.
- Broad leadership and management experience, preferably in a highly complex, research-intensive higher education setting, including an academic medical center.
- Demonstrated ability to provide critical conceptual and strategic thinking to important financial, academic, and administrative issues across a complex organization.
- A record of accomplishment working effectively with faculty and institutional administration.

**Preferred Requirements:**

- Experience supervising and mentoring diverse staff and students.
- Experience in writing, implementing, and assessing execution of a strategic plan.
- Experience with, and sensitivity to, diverse populations and the ability to build inclusive and equitable communities where differences are appreciated and engaged.
- Openness to feedback and a commitment to personal and professional growth.
- Effective conflict management skills.
- Familiarity with oversight of iterative JEDI curriculum design, curriculum implementation, program evaluation theories, and best practices.
- Significant experience creating and implementing research infrastructure and support services. Experience in grant funding.

Interested applicants may apply at

[https://emis.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1001/job/52850/?utm\\_medium=jobshare](https://emis.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/52850/?utm_medium=jobshare)