



**CAMBRIAN COLLEGE**  
invites applications for the position of:

## **Position #1105 - Manager, Equity, Diversity, and Inclusion**

**SALARY:** \$86,568.00 - \$108,209.00 Annually  
**DIVISION:** Human Resources and Student Services  
**DEPARTMENT:** The Glenn Crombie Centre 4019  
**OPENING DATE:** 06/14/22  
**CLOSING DATE:** 06/27/22 12:00 PM

### **POSITION SUMMARY:**

Cambrian College's Glenn Crombie Centre for Accessibility, Counselling, and Wellness department requires a full-time Manager, Equity, Diversity, and Inclusion beginning July 2022.

### **DUTIES AND RESPONSIBILITIES:**

- Will be committed to serving the needs of students, staff and faculty while working in partnership with members of the wider College community.
- Plan, design, develop, and implement strategies and programs to build an inclusive and respectful working and learning environment, as well as partner with key stakeholders to develop goals and support progress on increasing Cambrian's, diverse and inclusive community.
- Manage the College Wellness Program and the implementation of an Equity Diversity and Inclusion Plan and provide ongoing recommendations, review and implementation of policies and programs which satisfy the principles of EDI and Wellness. This will include objectives related to Accessibility, Workplace Harassment and Sexual Violence Prevention, Harassment and Discrimination (i.e., Code of Conduct), Campus Safety and supports for our LGBTQ2s+ community.
- Remain the point of contact for Sexual Violence/Sexual Assault and on the Behavioural Intervention Team.
- Conduct informal investigations of student complaints regarding various Code-related discrimination and harassment matters, issues concerning the College community, and the provision of proactive education. Will take an active role related to formal investigations, as a resource to parties and may liaise with external investigators.
- The mandate of this role will be to create an inclusive positive learning and working culture that promotes an environment free of harassment and discrimination and promotes the valuing of diversity and wellness in its many forms.
- This role will design, develop, implement, and facilitate related college-wide educational initiatives, training and outreach to improve diversity and wellness in the workplace and promote an inclusive culture for all.
- The Manager will also be responsible for overall Wellness Programming, the Women's Resource Centre and the Pride Centre and its related activities.
- Manage funding directed towards campus safety awareness and related activities.

### **QUALIFICATIONS:**

#### **Required:**

- Minimum of a four-year postsecondary degree in a related field. *A copy of educational documents must be submitted with application \*\*\* education completed outside of Canada, applicants are required to submit a WES or ICAS with their application).*
- Minimum seven years of strong and lived experience working in the area of Diversity and Equity, along with working in the field of Equity, Diversity, and Inclusion within a unionized environment

- Experience coordinating women’s safety and/or harassment programs.
- Experience in mediation/alternative dispute resolution training.
- Must have a solid understanding of unionized environments, Human Rights Code, employment law, health and safety law, employment equity, conflict resolution skills, ability to provide leadership to the College to create a learning and work environment that values diversity.
- Excellent presentation/training skills.
- Experience in budget development and management
- Must have lived experience as a member of Indigenous, or Equity seeking group.
- A solid understanding of and ability to relate to people with diverse backgrounds (education, racial/cultural/ethnic, disability, religion, etc.)
- Strong analytical, time management, and customer service skills.
- Solid leadership skills with a focus on relationship-building, conflict resolution, and project management.
- Proficiency with Microsoft Office programs that include Outlook, Word, and OneNote.
- Proven ability to communicate (in writing and verbally) with diplomacy and tact.
- Ability to foster and build a healthy team environment and partnerships

**Additional Assets/Preferred:**

- Experience working within a postsecondary environment.

**REQUIRED INFORMATION:**

**To be considered, candidates must provide the following as an attachment:**

- Educational documents
  1. WES/ICAS Equivalence if degrees/diplomas are from a Non-Canadian University

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://cambriancollege.ca/about/careers/>

Position #22-00076  
POSITION #1105 - MANAGER, EQUITY, DIVERSITY, AND  
INCLUSION  
LS

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705-566-8101

[humanresources@cambriancollege.ca](mailto:humanresources@cambriancollege.ca)

**Position #1105 - Manager, Equity, Diversity, and Inclusion Supplemental Questionnaire**

- \* 1. Do you have a minimum of a four-year postsecondary degree?
  - Yes
  - No
- \* 2. In what discipline is your degree?
- \* 3. Do you have seven years of strong and lived experience working in the area of Diversity and Equity?
  - Yes
  - No
- \* 4. Do you have seven years of experience working in the field of Equity, Diversity, and Inclusion within a unionized environment?
  - Yes
  - No
- \* 5. Elaborate on your experience as it relates to this role.

- \* 6. Do you have experience coordinating women's safety and/or harassment programs?
  - Yes
  - No
- \* 7. Do you have experience in meditation/alternative dispute resolution?
  - Yes
  - No
- \* 8. Do you have a solid understanding of unionized environments?
  - Yes
  - No
- \* 9. Do you have a solid understanding of the Human Rights Code?
  - Yes
  - No
- \* 10. Do you have a solid understanding of employment law?
  - Yes
  - No
- \* 11. Do you have a solid understanding of health and safety law?
  - Yes
  - No
- \* 12. Do you have a solid understanding of employment equity?
  - Yes
  - No
- \* 13. Do you have a solid understanding of conflict resolution?
  - Yes
  - No
- \* 14. Do you have experience in leadership providing a work environment that values diversity?
  - Yes
  - No
- \* 15. Do you have experience in presentation and training?
  - Yes
  - No
- \* 16. Do you have experience in budget development and management?
  - Yes
  - No
- \* 17. Do you have lived experience as a member of an Indigenous or Equity seeking group?
  - Yes
  - No
- \* 18. Do you have a solid understanding of and ability to relate to people with diverse backgrounds (education, racial/cultural/ethnic, disability, religion, etc.)?
  - Yes
  - No
- \* 19. Please rate your proficiency using Microsoft software such as Word, Excel, OneNote, and Outlook.
  - Expert
  - Advanced
  - Intermediate
  - Novice
  - Fundamental Awareness
  - No experience or exposure
- \* 20. Do you have experience working within postsecondary?
  - Yes

No

\* Required Question