

CT STATE COMMUNITY COLLEGE

Job Description Mosaic Fellow

Salary Level:
CCP 15 (subject to Willis)

Date Approved/Revised:
6/14/24

Position Purpose:

Mosaic Vision:

The vision of the Mosaic fellowship is to create an inclusive and diverse community within CT State Community College (CT State), where individuals of all backgrounds and identities thrive, collaborate, and contribute to a vibrant and enriching learning environment through attracting, retaining, and empowering professionals of color by providing mentorship opportunities and fostering professional development to ensure a greater pool of qualified candidates for current and future positions within CT State.

The purpose of this position as stated in the CT State Affirmative Action plan is to provide an avenue for early career individuals from underserved and underrepresented communities and to support their growth and success within the community college system by involving them in CT State's diversity, equity, and inclusion (DEI) efforts.

Fellows will work along the side of other fellows from a cohort and project management level to develop and/or support specific DEI efforts within Ct State and its local communities. In the academic year, Fellows will focus on projects in the following areas: Curriculum Review and Development, Disability Services and Compliance, Campus Climate, and Culturally and Linguistically appropriate language services. Fellows may be hired in administration (fellows with an interest in working at the programmatic or system level).

Supervisory and Other Relationships:

Because the goal of the fellowship is to provide both learning and practical experience for interested individuals, the primary supervisor for fellow shall be the Vice President of Diversity, Equity, and Inclusion. However, project management and/or daily supervision is usually delegated to specific project managers (which we will call mentors for the purpose of this document) who may hold a variety of titles and positions. This allows for fellows to work on a variety of projects that are selected using two criteria:

- Organizational needs
- Fellow interest

Fellows will be usually placed at one of 17 sites ([13 campuses](#)) but must attend weekly in-person meetings at the central office in New Britain.

Examples of Duties:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

Project development, management, and evaluation.

- *Program development:* Fellows, under the supervision of the VP of DEI or their designee works with local stakeholders and other fellows to develop, implement, manage, and evaluate DEI related projects as assigned.
- *Program evaluation and quality improvement:* Fellows may support CT State DEI staff in conducting system and campus equity reviews (<https://ctstate.edu/life-at-ct-state/dei/ecr>) and campus climate activities.

- **Product Development:** Fellows will support the development of DEI guidance for Staff, Faculty, and Students. This may also include the developing and implementation of specific training, curriculum, conferences, and other experiential opportunities that support DEI efforts at Ct State.
- **Campus Climate:** Fellows will support campus climate efforts by supporting campus level committees in their efforts to understand and digest the biennium campus climate survey, develop follow-up focus groups with specific or affected groups, and support the strengthening of local campus committees' efforts to help all students, faculty, and staff to gain a "sense of belonging" at Ct State.

Qualifications:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Deep experiential, academic, and professional experience working with or on behalf of marginalized and/or disenfranchised communities with a strong focus on efforts that support communities of color and other historically underrepresented groups.
- Bachelor's degree in a related area (e.g., Education, Social Work, Sociology, Program Management, Public Policy, etc.) plus two years of experience working with or on behalf of marginalized and/or disenfranchised communities with a strong focus on efforts that support communities of color and other historically underrepresented groups.
- Evidence of ability to work collaboratively within a team structure.
- Ability to listen, synthesis, and accurately reflect stakeholder input and to synthesize that information into actionable projects or products.
- Ability to work in an inclusive and iterative fashion.

Preferred qualifications:

- CT State recognizes the imperative to effectively serve diverse students, faculty and staff. As such, the ability to communicate additional languages beyond English (e.g., ASL, Spanish, Arabic, Bosnian) is considered a preferred qualification for all student and community facing positions.
- Experience working in the field to equity, social justice, anti-racism, and anti-oppression.
- Experience in qualitative and quantitative research or evaluation methods.
- Experience with graphic design, publishing, marketing or other skills related to communication that will support product, program, or curricular development.

Work Environment:

Incumbents will perform most of their work with Ct State stake holders at the campus and system levels which may require travel among the CT State Central Office, and different campuses. Thus, the ability to drive and proficiency with online communication platforms (e, g. MS TEAMS, Webex) is required. Minimal physical effort is required. Incumbents must be able to operate personal computers and related equipment.