

Assistant Director of Diversity, Equity, and Inclusion/Title IX Coordinator

Recruitment #:	S2261
Review Date:	Immediate review Open until filled
Department:	Diversity, Equity & Inclusion
Annual Salary Rate:	\$68,148 - \$80,175

Position Summary:

The Assistant Director of DEI/Title IX Coordinator is responsible for coordinating and managing the programmatic implementation, operation and day-to-day responsibilities associated with the university's Title IX program and compliance obligations. This position is also responsible for the coordination and management of the Bias Incident Reporting. The Assistant Director of DEI/Title IX Coordinator is the neutral first point of contact for members of our university community and will respond to reports regarding Title IX and bias concerns by coordinating an initial outreach to complainants (students, employees, faculty, and third parties) and ensuring they are provided with information about their rights and resources, process information, and implementing supportive measures, while ensuring thorough documentation and record-keeping. The Assistant Director of DEI/Title IX Coordinator will serve as the primary case manager and as an investigator as needed. The Assistant Director of DEI/Title IX Coordinator will facilitate, coordinate and assess training and professional development. Additionally, they will assist the Executive Director of DEI with DEI office administrative and programming responsibilities.

Minimum Requirements:

- Master's Degree or equivalent in human resources, higher education, student affairs, counseling or related field
- Minimum two years' experience in the area of Title IX, human resources, investigations, interpersonal violence, and/or mediating conflict
- Demonstrated experience working with diverse populations
- Demonstrated working knowledge of applicable laws, such as Title IX, Title VII, Clery Act, VAWA, FERPA, Section 504 of the Rehabilitation Act of 1973, etc.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Required Application materials:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses each qualification of the position, or how your experience is equivalent/transferable to the qualifications of the position
3. Resume
4. Diversity Statement (see below)
 - a. Please review the [Board Statement on Diversity, Equity, Inclusion and Accessibility](#) and address the

following:

1. How have you demonstrated a commitment to diversity, equity, inclusion, and accessibility in previous work, volunteer and/or educational experience?
2. Explain how you see yourself contributing to WOU's diversity, equity, inclusion and accessibility work. How would you demonstrate a commitment to this work across the university community, that values all individuals and respects differences in regard to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability, socio-economic circumstance, etc.?

Additional Application materials:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment; an education check will be processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.