

Position Description - Unclassified

Position Status:

Position Title		Position Number
Assistant Director of Diversity, Equity, and Inclusion/Title IX Coordinator		E99931
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 months		Exempt
Position Type	Regular/Short-Term	
Full-time (Unclassified)	Regular	
Work Location	Department/Division	
Monmouth	Diversity, Equity and Inclusion	
Reports to	Reports to Position Number	
Executive Director of Diversity, Equity, and Inclusion	E99218	
Incumbent	University ID #	
TBD	TBD	

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The mission of the Diversity, Equity and Inclusion (DEI) Office is to work across the university and greater WOU community to develop and implement diversity, equity, inclusion and access initiatives to make WOU a more equitable and inclusive place to learn, live, and work. The DEI Office develops, implements, and administers a wide range of programs within guidelines provided by the WOU Board of Trustees, including but not limited to priorities and expectations in the Board Statement on Diversity, Inclusion, Equity and Accessibility, the university president, and objectives and initiatives articulated in the university's Diversity Action Plan and its cultural competence standards. The initiatives developed by the DEI Office, in partnership with university and community stakeholders, will create a sustainable environment that will attract diverse faculty, staff and students to an inclusive, accessible, and supportive university. The office will maintain and continue to improve the Diversity Action Plan and support the institutional strategic plan and goals.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>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</p>

facilitate, coordinate and assess training and professional development. Additionally, they will assist the Executive Director of DEI with DEI office administrative and programming responsibilities.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of Time	Duties
40% E	<p>Title IX</p> <ul style="list-style-type: none"> ● Serves as the Title IX Coordinator ● Coordinates and facilitates compliance with Title IX of the Civil Rights Act of 1964 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 ● Oversees and coordinates investigations, responses and resolutions to complaints, to include supervision of investigators and selection and training individuals directly responsible for assisting in the Title IX complaint process ● Collaborates with campus entities and leadership to identify and address systemic problems ● Responsible for institutional reporting, including developing standing reports and proving ad-hoc reports as needed ● Represents Western Oregon University in the area of Title IX at regional, State, and Federal convenings ● Reviews, updates and maintains university materials related to Title IX, including the Title IX website
20% E	<p>Bias Incident Reporting</p> <ul style="list-style-type: none"> ● Serves as initial reviewer of Bias Incident Reports through the university reporting form ● Oversees and coordinates investigations, responses and resolutions to complaints ● Collaborates with campus entities and leadership to identify and address systemic problems ● Responsible for institutional reporting, including developing standing reports and proving ad-hoc reports as needed ● Reviews, updates and maintains materials related to Bias Incident Reporting, including the Bias Incident Reporting website
25% E	<p>Training and Professional Development</p> <ul style="list-style-type: none"> ● Develops and implements educational programs regarding discrimination and sexual harassment prevention, ensuring faculty, staff and students understand their rights and, where applicable, responsibilities under the law ● Educates university community regarding complaint processes; specifically, the Title IX and Bias processes, other areas as needed ● Educates university community about responding to and supporting individuals and groups through the complaint process as well as through the impact; specifically, regarding Title IX and bias, other areas as needed ● Partners with university entities (e.g., Abby’s House, Campus Safety, Human Resources, etc.) to facilitate case study sessions/table talks to work through situations, identify strengths, recognize gaps, and update processes and procedures as needed

10% E	<ul style="list-style-type: none"> Coordinates training for Title IX investigators and individuals directly responsible for assisting in the Title IX complaint process <p>DEI Office Administrative Responsibilities</p> <ul style="list-style-type: none"> Responsible for special projects as assigned by the Executive Director of Diversity, Equity, and Inclusion Supports DEI related programs, services, policies, communications, training, and other office initiatives Provides general administrative support for the DEI office
5% E	<p>Professional Development & University Service</p> <ul style="list-style-type: none"> Serves on university committees as appropriate Engages meaningfully in professional development opportunities, both on- and off-campus Other responsibilities as assigned

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- 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.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Formal Title IX Coordinator or Investigator Training
- Experience working in Higher Education

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Knowledge of Title IX, Clery Act, VAWA, FERPA, and other applicable civil rights and employment laws and regulations
- Understanding and knowledge of DEI related issues
- Effective communication skills; including ability to facilitate dialogue and listen effectively in a variety of situations
- Ability to work across stakeholder groups
- Ability to work independently in a time-sensitive environment
- Ability to work with individuals from a variety of lived experiences, including individuals who have experienced sexual assault, domestic violence, and/or other times of trauma
- Ability to oversee and manage caseload in a manner that ensures the prompt, effective and equitable conclusion

- Ability to develop knowledge of, respect for, and skills to engage with individuals from a broad array of cultures and backgrounds, and with diverse learning styles
- Organization, synthesis and analysis of varied and complex information and problems
- Ability to effectively communicate policies, procedures, and legal concepts

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
	Delegated authority to monitor budget	\$
	Limited approval authority for purchase	\$
X	Purchase only with higher level approval	\$5000

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

	Hire		Assign Work
	Transfer		Recommend salary adjustments
	Discipline		Approve requests (i.e. leave)
	Dismiss	X	Respond to complaints/grievances
	Layoff		Conduct performance assessments
	Promote	X	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
Student Employees (average per term)		
X Other (specify): Title IX Investigators	TBD	N/A

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

- Review, revise and/or develop policies and procedures regarding Title IX and bias/discrimination in collaboration with WOU partners (e.g., Student Affairs, Human Resources, etc.) as needed
- Recommendations regarding DEI initiatives, programming and events at WOU
- Recommendations regarding selection and administration of relevant and multifaceted trainings across campus

Additional Information:

List any additional information that would help describe the nature of the position.
<ul style="list-style-type: none"> • This position represents the University in the area of Title IX as requested by the Executive Director of Diversity, Equity and Inclusion with a variety of State, community, private and professional organizations • Ability to travel to on- and off-campus events • Willingness to work occasional nights and weekends as needed

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Dominique Vargas	
Reviewer (VP / Director)	Reviewer Signature / Date
Jay Kenton through 7/31/22 Jesse Peters starting 8/1/22	
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		