

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

Recruitment #:	S2353
Review Date:	Immediate review Open until filled
Department:	Diversity, Equity & Inclusion
Salary Rate:	\$70,000 - \$80,000

Position Summary:

The Assistant Director of DEI/Title IX Coordinator is responsible for coordinating and managing the 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. The Assistant Director of DEI/Title IX Coordinator will lead efforts to create and/or revise policies and procedures in accordance with Federal and State regulations. The Assistant Director of DEI/Title IX Coordinator will develop, facilitate, coordinate and assess training and professional development. Additionally, they will assist the Executive Director of DEI with DEI office administrative and programming responsibilities.

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

Required Qualifications

- Master's Degree or equivalent in human resources, higher education, student affairs, counseling or related field
- Minimum two years of experience in the area of Title IX, Human Resources, civil rights investigations, interpersonal violence, and/or mediating conflict
- Demonstrated experience working with diverse populations
- Demonstrated working knowledge of Title IX processes and applicable laws, including, but not limited to, Title IX, Title VII, Clery Act, VAWA, FERPA, Section 504 of the Rehabilitation Act of 1973, etc.

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following

[Diversity questions](#)

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

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.

Accommodation Requests:

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.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.