JOB OPENING

Posted: February 7, 2020

Director of Equity & Inclusion/Deputy Title IX Coordinator

The Director of Equity & Inclusion will provide leadership and vision to cultivate and maintain a consistently inclusive campus climate that welcomes, embraces, and supports equity and diversity.

Reporting to the Dean of Students, this newly created position will collaborate with various university departments and committees in the creation of plans and practices that support institutional diversity, equity and inclusion, including the development and delivery of education programs and extensive University-wide training. The Director will work collaboratively with the Dean of Students/Title IX Coordinator in leadership of institutional coordination of education programs and policies to prevent inequity in education, including the prevention of discrimination based on disability, race, color, national origin, and prevention of sexual assault, sexual misconduct, relationship violence, and sexual harassment.

The Director will also serve the University as Deputy Title IX Coordinator, supporting the coordination and implementation of the University’s Title IX compliance efforts, including oversight of investigations, and will work closely with the Associate Vice President of Human Resources, various Student Life departments and legal counsel to provide an open, diverse and inclusive learning, living and working environment for all members of the community.

The employee must understand and embrace the mission of Catholic higher education and must commit to the mission, goals, and objectives of Holy Family University in word and deed.

Essential Functions:

- Develop and coordinate the delivery of campus-wide education, prevention, training, and outreach programming for students, faculty, and staff related to non-discrimination, equity and inclusion.
- Serve as Deputy Title IX Coordinator in support of the office's and University's Title IX efforts.
- Oversee and coordinate the University's response to investigations of alleged violations of Title IX, Section 504/ADA, and/or Title VI, including implementation of formal and informal resolution procedures in accordance with regulatory requirements and
University policy, ensuring a fair and neutral process for all parties. Conducts investigations into complaints of discrimination, and prepares detailed written, confidential investigative reports.

- Serve as the University Section 504/ADA Coordinator, and assists with the coordination and monitoring of the Institutions’ compliance with Americans with Disabilities Act (ADA).
- Advises Title IX & Civil Rights Investigators and hearing board members on responsibilities, and coordinates skill-specific training for Investigators and hearing board members.
- Collaborate with key stakeholders in the development and implementation of institutional diversity and inclusion efforts.
- Support the Human Resources Office in the development and implementation of policies and programs to retain and promote a diverse workforce, and support campus-wide equity and inclusion training initiatives for University faculty and staff.
- Collaborate with the Office of Student Engagement to create and implement leadership initiatives and strategies for student-leaders to expand the knowledge of our campus around topics of diversity, equity, and inclusion.
- Assess and analyze the University’s enrollment, athletics, club sports, and other demographic resources to assure compliance with federal, state and local law.
- Create and update, as needed, education and marketing materials in hardcopy and electronic format, to support the initiatives of the University, particularly focused on non-discrimination, equity and inclusion.
- Build effective teams, develop collaborations within campus community and work collaboratively across campus. Collaborate regularly with the Title IX Coordinator and Dean of Students Office, University Athletics, the Office of Residence Life, and other offices within the Division of Student Affairs. Works in concert with the Office of Human Resources to address any issues related to faculty or staff, as necessary.
- Serve as member of the University Diversity & Inclusion Team.
- Serve on various committees, particularly those related to the work of the office.
- Explore external funding sources in the form of grants.

**Education and Experience:**

- Bachelor's Degree in related field from an accredited institution. Master's in related field preferred.
- Minimum of 5+ years of experience with a demonstrated commitment to equity, diversity and inclusion.
- Knowledge of nondiscrimination laws and compliance regulations including but not limited to: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964.
- Experience conducting fact-finding investigations into claims of discrimination and/or Title IX and handling highly sensitive and confidential information.
- Completed training and/or certification for Title IX Investigator and/or Civil Rights administrator a plus.
Required Skills, Knowledge and Abilities:

- Ability to develop sensitive working relationships with students, faculty, staff and parents/guardians.
- Ability to manage, thoughtfully and with tact, the personal, political and institutional dynamics related to equity and inclusion.
- Understanding of confidential and ethical matters within a higher education setting.
- Excellent interpersonal skills, including the demonstrated ability to listen well and demonstrate sensitivity to and respect for individual needs.
- Demonstrated problem-solving, program development, and professional training skills.
- Effective written and oral communication skill, strong organization and time management techniques, and ability to prioritize and work with deadlines.

Qualified candidates may apply by sending a resume, a letter of application that addresses the responsibilities and requirements described above and desired salary. Review of applications will begin immediately and will continue until the position is filled. For fullest consideration, all applicant materials should be received no later than March 11, 2020 to careers@holyfamily.edu.

Holy Family University does not discriminate on the basis of sex, race, color, gender, age (as defined in the relevant statutes), veteran status, religion, national or ethnic origin, sexual orientation, marital status, disability, or any other classification protected under federal, state, or local law. This policy extends to all educational, employment, and service programs at the University and complies with applicable federal laws. Holy Family University is committed to providing all qualified applicants and employees equal employment opportunities.

Holy Family University complies with Title IX, which prohibits discrimination on the basis of sex in an institution's educational programs and activities. For information regarding the University's ADA/Section 504 for students and for Title IX information, contact Marianne Price at 267-341-3204. For inquiries regarding equal employment opportunity contact Human Resources at 267-341-3479.