Position Title: Chief Diversity Officer & Director of Title IX and Affirmative Action

Department: Office of the President

Reports to: President

Date: August 2016

Position Summary:

Under the direct supervision of the President of the College, serve as the College’s Affirmative Action and Equal Opportunity Director, Title IX Coordinator, and ADA/Section 504 Coordinator. Carry primary responsibility for ensuring compliance with the College’s Policy on Affirmative Action, Equal Opportunity & Diversity (“Policy on Affirmative Action”); Title IX; ADA/Section 504; and all related state and federal laws and regulations, executive orders, and College policies. Work collaboratively with other College offices to develop, implement, and evaluate organizational goals, systems, and procedures designed to support and encourage diversity in the College’s workforce and learning community.

Key Responsibilities and Duties:

- Serve as an organizational leader and skilled communicator who can build strong partnerships; inspire and facilitate collaboration; and advise and support faculty, staff, and students regarding the College’s commitment to a diverse and inclusive learning and work environment;
- Guide and chronicle the development and administration of a Diversity Strategic Plan, including diversity and equity-related initiatives and programs;
- Provide counsel, vision, and leadership to the MassBay community in areas of diversity, inclusion, positive campus culture, and organizational change and work with members of the senior team to prioritize, operationalize, and update the Diversity Strategic Plan;
- Use data to inform and influence strategic planning and decision-making;
- Measure campus climate and use results to drive strategic planning;
- Play a critical role in engaging the larger MassBay community in dialogue that results in understanding, respect, and inclusion, as well as keeping informed of the needs and climate of the College;
- Provide reports on institutional diversity and inclusion progress to Board of Trustees.;
- Collaborate with leadership across divisions to ensure that goals and priorities are consistent, complementary, and aligned;
- Coordinate the College’s compliance with and provide technical assistance and consultation on statutory and regulatory requirements in the areas of Title IX, Affirmative Action, Equal Opportunity, ADA and Sections 501 & 504 of the Rehabilitation Act of 1973;
- Monitor, review, analyze, and conduct internal audits of processes and systems at the College and make recommendations regarding College-wide compliance with Affirmative Action/Equal Opportunity, Title IX, ADA/Section 504, and related responsibilities. Draft, revise, and implement policies and procedures as needed;
Receive, investigate, and resolve complaints regarding discrimination and harassment, including Title IX complaints, and complaints regarding denial of reasonable accommodation requests by employees, students, and others protected under state and federal laws and regulations and/or the College's Policy on Affirmative Action, in compliance with state and federal laws, executive orders, and College policies and procedures;

Receive, investigate, and resolve complaints regarding denial of reasonable accommodation requests by employees, students, and others protected under state and federal laws and regulations and/or the College's Policy on Affirmative Action, in compliance with state and federal laws, executive orders, and College policies and procedures;

Work collaboratively with the Office of Student Development, Office of Public Safety, and Office of Human Resources, as needed, with respect to complaint referral, investigation, resolution, and reporting;

Develop, coordinate, deliver, and track College-wide training on the College's Policy on Affirmative Action; Prevention of Discrimination and Harassment; Title IX; and the ADA, working collaboratively with other College offices, state agencies, and community partners;

Consult Human Resources on effective strategies to recruit, hire, promote, and retain a diverse workforce of faculty and staff through affirmative action and equal opportunity programs;

Work cooperatively with the Facilities Department, Massachusetts State College Building Authority, and the Division of Capital Asset Management and Maintenance to ensure compliance with state and federal accessibility laws;

Attend and participate in meetings and trainings for Affirmative Action Officers, Title IX Coordinators, and ADA/Section 504 Coordinators. Serve as the College liaison with the Board of Higher Education and Directors of Affirmative Action, Title IX, and ADA in other Community Colleges to ensure appropriate uniformity throughout the Commonwealth;

Work with various College offices to develop, maintain, and report to the President on a system for ensuring compliance with various regulatory and statutory requirements. Assist in responding to system, state, and federal audits.

**Minimum Qualifications:**

- J.D., Master’s, or Advanced degree in human resources, student development, higher education administration, or other relevant discipline; or Bachelor’s degree with an equivalent combination of relevant education and experience;
- At least two years of professional experience in the areas of workforce diversity, equal employment opportunity (EEO)/affirmative action, or Title IX;
- Demonstrated experience in investigations and complaint resolution;
- Evidence of excellent written communication and interpersonal skills;
- Knowledge of applicable laws and guidelines;
- Sensitivity and commitment to the goals of Affirmative Action and workforce diversity;
- Experience working in a diverse environment;
- Ability to handle confidential and sensitive situations with diplomacy and excellent judgment and to act calmly and objectively in the face of sensitive situations.
Preferred Qualifications:

- Five years of progressively responsible experience in equal employment opportunity;(EEO)/affirmative action or Title IX compliance;
- Experience interpreting federal and state laws and regulations pertaining to EEO, affirmative action, Title IX and ADA;
- Experience providing training across broad institutional lines on laws, policies and procedures;
- Demonstrated ability to provide leadership in organizational change;
- Higher Education experience.

Education: J.D., Master’s, or Advanced degree in human resources, student development, higher education administration, or other relevant discipline

Salary: $75,000 - $80,000

Classification: Non-Unit Professional

Source of Funding: State Appropriation

To Apply: Please complete our online application by clicking the “Apply” button. Include letter of interest, resume, and list of three professional references with their contact information. Finalist candidates must provide official transcripts/certifications.

Deadline: Open until filled

Massachusetts Bay Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or handicap in admission or access to or treatment or employment in its programs and activities. Any inquiries or complaints concerning compliance with the regulations implementing Title IV, Title VII, Title IX, Age Discrimination Act of 1975 or Section 504, may contact Lisa Bacon at 781-239-3000 ext. 3175 who is the College coordinator for those statutes. Inquiries may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C., 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region One, 5 Post Office Square, 8th Floor, Boston, MA 02109.

Hiring is contingent upon a successful CORI clearance.