Bemidji State University and Northwest Technical College invite applications for the position of:

**Affirmative Action Officer and Civil Rights & Title IX Investigator**

**MAPE JOB POSTING**

**CLASSIFICATION:** Affirmation Action Officer 2 (01124618)

**OPENING DATE:** September 23, 2019

**CLOSING DATE:** Tuesday, October 15, 2019

**POSITION LOCATION:** Bemidji State University and Northwest Technical College

**SHIFT & SCHEDULE:** Unlimited Full-time; Non-exempt

**POSITION PURPOSE:**
This position is committed to fostering an inclusive, accessible, and diverse intellectual and cultural campus experience related to the missions of Bemidji State University and Northwest Technical College. This role facilitates efforts to ensure equal opportunity from recruiting to retention, increase awareness of diversity issues through advising and training, and strengthen relationships across diverse groups. They are responsible for accountability and compliance with federal and state laws, MnState policies and procedures, and BSU/NTC regulations related to affirmative action, equal opportunity, and discrimination/harassment, and for conducting all civil rights and Title IX complaints.

**PRINCIPLE RESPONSIBILITIES:**

1. **Manage the recruitment and retention efforts of a diversified candidate pool for Bemidji State University and Northwest Technical College.**
   - Collaborate with Human Resources and any needed campus departments to ensure outreach occurs to diverse recruiting resources and to develop diverse candidate slates for underutilized job groups and categories. Identify, monitor, and address issues in hiring and employment practices for women and minorities. Offer an affirmative action perspective on the selection of new hires.
   - Responsible for the development and training of campus search committees, search advisory committee chairs, and assists management in achieving compliance with BSU/NTC hiring policies and procedures.
   - Ensure that AA goals and objectives in BSU/NTC’s mission, vision and goals are being steered and that each search is considering AA and diversity. Review submitted interview materials, certify applicant pools, and monitor each stage of search processes for adherence to affirmative action laws, policies, and best practice.
   - Attend BSU and NTC Diversity and Inclusion Committee meetings.
   - Disseminate information regarding affirmative action goals and programs to appropriate supervisors and units so that all searches and hiring decisions work toward meeting affirmative action and equal opportunity objectives regarding recruitment and retention of under-represented groups.
   - Monitor and measure progress toward achieving desired results.
2. Planning, Data Collection, and Report Development
   - Oversee development and implementation of the University and College affirmative action plans in conjunction with federal, state, system and University/College needs and evaluate efforts on implementation of these plans.
   - Generate and interpret quarterly status reports and other reports as may be required to monitor the progress of the University and College affirmative action programs.
   - Provide leadership and oversight to ensure compliance with Affirmative Action/Equal Employment Opportunity and Americans with Disabilities statutes and regulations. Submit annual reports on ADA compliance.
   - Provide investigation and complaint summary data to assist in the development of external reports for the Department of Public Safety (Clery Reporting) and the Minnesota Office of Higher Education.
   - Review existing equal opportunity policies for Bemidji State University and Northwest Technical College for compliance with federal, state, Minnesota Management and Budget, and Minnesota State guidelines.

3. Investigates civil rights and Title IX complaints.
   - Remain up-to-date and provide organizational updates and guidance on current developments in civil rights.
   - Develop investigation plans including timeline.
   - Interview complainant(s), respondent(s), and witnesses and maintain neutrality.
   - Gather relevant evidence. Ensure prompt and well-documented investigative processes. Create comprehensive well-written investigative reports that clearly discuss the issue, policy elements, analysis, and conclusion.
   - Maintain complaint files.
   - Ensure compliance with all state and federal laws, regulations, current case law, etc. in the course of civil rights, EEO and AA-related litigation. Oversees the direction of the investigation of EEO complaints received, and coordinates with the Minnesota Attorney General’s Office, Department of Human Rights, as well as federal and state agencies for resolution on claims and litigation involving alleged acts of discrimination. Oversees the identification and execution of remedial actions arising from complaints and litigation involving discrimination.
   - Advise and provide guidance to executive management, supervisors and employees regarding challenges, issues, concerns or questions related to EEO and AA.

4. Training, Education, and Outreach
   - Complete annual training for Title IX and civil rights investigations and seek additional training as necessary.
   - Attend monthly B-SMART (Bemidji Sexual Assault Multidisciplinary Action Response Team) meetings, and Title IX Committee meetings.
   - Collaborate with university and college staff to provide campus-based compliance education and training programs/workshops. Work with local agencies and law enforcement as necessary.
   - Provide Affirmative Action information to new employees as a part of new employee orientation.
• Collaborate with Human Resources and other departments as necessary to offer training programs/workshops on topics pertaining to Title IX and affirmative action.
• Remain knowledgeable of current state and federal law, regulations, and Minnesota State policies related to Affirmative Action, Equal Opportunity, and the Americans with Disabilities Act, and Title IX.
• Update the Affirmative Action web pages and content for the Bemidji State University and Northwest Technical College websites.

Priority: Essential Percent of Time: 25% 

5. Accommodations
• Ensure that all employees are notified annually of identified procedures for requesting an accommodation.
• Address employee requests for accommodations in a timely manner.
• Maintain database of accommodation requests including number of accommodations, type of accommodation, cost of accommodation, number of complaints filed and the disposition of complaints

Priority: Essential Percent of Time: 5%

Priority: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary; Discretion (optional): A-Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.

MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)
• Bachelors’ Degree.
• Minimum of three (3) years of professional experience in personnel administration, employee relations, labor relations, civil rights enforcement or related field, which provide an understanding of employment/discrimination laws and programs.
• Demonstrated knowledge of federal and state equal opportunity, affirmative action, Americans with Disabilities Act, and Title IX laws, policies and regulations, FERPA, due process and confidentiality in a higher education setting.
• Demonstrated experience in presentations and trainings Experience conducting civil rights and/or Title IX investigations.
• Significant knowledge, background, and experience working with diverse groups of people across all levels of the college and university.

PREFERRED QUALIFICATIONS:
• J.D. or Master’s degree in Human Resources, Business Administration, Student Services Administration, Law, Public Policy, Public Administration, Criminal Justice, Sociology, Human Rights or related field.
• Experience working in a higher education setting with broad knowledge of campus administrative structure and functions, policies, procedures and practices related to equal opportunity, discrimination, harassment, and sexual violence.
• Formal Affirmative Action Officer training and/or certification.
• Formal training and/or certification in civil rights investigations, including Title IX and ADA complaints.
• Experience with Maxient student conduct software or a similar incident tracking system.

OTHER CONSIDERATIONS:
• All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
• Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp
• Official transcript(s) must be provided to Human Resources upon hire.
• In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
• BSU and NTC are tobacco free workplaces (see policy)

Application Process - Apply for Vacancy Posting 35779, on the Minnesota Management and Budget website: http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to http://www.mn.gov/careers

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu.

If you have questions about the position, contact Debra Peterson at debra.peterson@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs.
BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university’s Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

Northwest Technical College, has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: [http://www.bemidjistate.edu](http://www.bemidjistate.edu) and [https://www.ntcmn.edu](https://www.ntcmn.edu).

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Bemidji State University / Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.