Bemidji State University and Northwest Technical College
develops a system for enforcing Equal Employment Opportunity (EEO) legislation and regulations (Title VII), Title IX,

**Campus Diversity Officer & Title IX Coordinator**

**OPENING DATE:** December 23, 2019

**CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on **Wednesday, March 4, 2020**, so applications should be submitted by that time for guaranteed consideration.

**APPOINTMENT DATE:** July 1, 2020

**SALARY:** Depends on Qualifications; Administrator’s Plan Range 6; Exempt

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

**JOB TYPE:** At-will

**POSITION PURPOSE:**
The Campus Diversity Officer and Title IX Coordinator provides creative leadership to enable Bemidji State University and Northwest Technical College to become more diverse and inclusive in its workforce, student enrollment, learning environment, programs, curriculum and services and compliant with Title IX. This position involves significant discretion and substantial involvement in the development, interpretation, and implementation of university strategic planning and policy development. This position involves frequent interaction and collaboration with other MnState system Campus Diversity Officer’s and Title IX Coordinators. This position provides administrative and functional supervision of the Office of Diversity and Inclusion, which includes administrative support and Office of Diversity and Inclusion staff. This is an executive level position reporting directly to the President.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. **Lead and Supervise**
   - Provide leadership for and coordinate the development of campus strategic diversity plans. Provide follow-up and accountability.
   - Serve as an expert resource and consultant to students, staff and faculty at all levels of the University and College for equity, diversity and inclusion-related initiatives and the development and implementation of culturally relevant practices and curriculum.
   - Serve as chair of the Diversity and Inclusion Committees and Title IX Committees on both campuses.
   - Provide leadership for and coordinate the development of a university-wide affirmative action plan. Provide follow-up and accountability.
   - Responsible for staffing and managing the Office of Equity and Inclusion to include all facets of normal supervision. Ensure the office is fully staffed to meet the needs of the campus community, particularly student needs. Evaluate employee performance, reward or discipline employees, and effectively recommend the promotion, suspension, discharge, or change of status according to performance.
   - Meet with Title IX investigator to discuss cases and address systemic problems on the campus.
   - Serve as point of contact for government inquiries and as primary institutional representative responsible for enforcement of Equal Employment Opportunity (EEO) legislation and regulations (Title VII), Title IX,
Americans with Disabilities Act of 1990 (ADA), Violence Against Women Act Reauthorization of 2012 (VAWA), and the Campus Sexual Violence Elimination Act of 2014

2. Monitor and Oversee
   - Monitor education and training provided for faculty, staff, and students as well as for those who are a part of investigation processes.
   - Recruit decision makers and ensure that each receives necessary training for the position.
   - Assess the campus climate on matters pertaining to sexual violence and sexual violence prevention.
   - Monitor and report on compliance with gender equity in all programs.
   - Provide leadership and oversight to ensure compliance with the system’s federal and state compliance obligations, including Affirmative Action/Equal Employment Opportunity and Americans with Disabilities statutes and regulations.
   - Ensure dissemination of multiple and visible notices of the institution’s non-discrimination policy, sexual violence policy, compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and how to submit a complaint under these laws and policies.
   - Provide multiple and visible resources to the campus community on Title IX/sexual violence, ADA, discrimination and harassment. Ensure that the Title IX Coordinator’s name or title, office location, phone number, and email address is widely available.
   - Oversee and coordinate response to complaints alleging violations of Title IX, 1B.1 Equal Opportunity and Nondiscrimination in Employment & Education Policy, 1B.3 Sexual Violence Policy, EEO, ADA, VAWA, ADA, Section 504 of the Rehabilitation Act of 1973, and SAVE and conduct investigations, coordinate investigations, or hire an outside investigator when necessary.
   - Assure compliance with final sanctions and First Amendment protections.
   - Ensure that remedies for sexual harassment and assault are effective in stopping the harassment, remedying its effects, and preventing recurrences.
   - Ensure civil-rights-based grievance procedures are in place to address complaints of discrimination and that preventive measures are in place to manage reports of disability-based discrimination.

3. Collaborate
   - Develop working relationships with diverse and underrepresented groups to achieve objectives of mutual interest.
   - Serve on relevant campus committees to develop strategies that promote the campuses as a places of inclusion, equity and multiculturalism.
   - Support and participate in initiatives that ensure the retention and career success of faculty of color and the retention and completion of students of color.
   - Collaborate as necessary with internal offices and external agencies to process complaints and address the concerns of complainants and respondents.
   - Build relationships and effect change across many departments including Human Resources, Academic and Student Affairs (including Student Conduct and Housing and Residential Life), and Athletics as well as with local law enforcement and B-SMART (Bemidji Sexual Assault Multidisciplinary Action Response Team) for Title IX and diversity and inclusion concerns.

4. Report
   - Collect and analyze data that provide information useful to support and enhance equity, diversity and inclusion initiatives.
   - Collect and analyze recruitment, retention, persistence, and completion data that can inform programming and services for students.
   - Widely distribute (electronically and in-person presentations) data such as diversity mapping, student retention and persistence, and faculty and staff recruitment and retention.
   - Report on progress toward achieving the Diversity Plan.
   - Monitor discrimination, harassment and sexual violence investigations and outcomes, identify patterns, and share information with Title IX Committee, Executive Leadership Team in order to address noted concerns.
MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)
- Master’s degree from an accredited institution, preferably in behavior sciences, human relations, education or other relevant discipline.
- Five years relevant, progressive leadership experience in advancing equity, diversity, inclusion and multiculturalism in a higher education institution.
- Excellent command of contemporary diversity, equity, inclusion and multiculturalism theories and issues, especially as they apply to higher education.
- Knowledge of and ability to apply the National Association of Diversity Officers in Higher Education (NADOHE) Standards of Professional Practice for Chief Diversity Officers.
- Demonstrated ability to serve as an internal resource and consultant, working collaboratively with multiple constituents.

PREFERRED QUALIFICATIONS:
- Ph.D. or other terminal degree
- Experience working within a unionized environment
- Associated with national diversity and equity organizations
- Curriculum development experience

OTHER CONSIDERATIONS:
- 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 Administrator’s Plan, which can be found at https://www.bemidjistate.edu/offices/human-resources/wp-content/uploads/sites/99/2018/08/2017-2019-Administrators-Plan_Final.pdf
- 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)

Apply online:  https://bemidjistate.peopleadmin.com/

A complete application shall include the following attachments:
- Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University and Northwest Technical College
- Resume / Curriculum Vitae

Inquiries:
Dr. Debra Peterson, Interim Assistant to President AA/Accreditation
Phone: (218) 755-4121
Email: debra.peterson@bemidjistate.edu

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

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 and 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.