Job Title: Deputy Title IX Coordinator and Diversity Program Manager

Job ID: 17176

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College of Staten Island (CSI), City University of New York (CUNY) is seeking a Deputy Title IX Coordinator and Diversity Program Manager in the Office of Diversity and Compliance. The individual in this position will assist in the implementation of regulations regarding Title IX of the Education Amendments Act of 1972 (which pertain to gender equity, including sexual violence and harassment policies and procedures) and support programs, activities, and initiatives designed to foster a climate of nondiscrimination and advance diversity, pluralism and inclusivity throughout the CSI campus community.

Under the guidance of the Chief Diversity Officer and Title IX Coordinator, the Deputy Title IX Coordinator and Diversity Program Manager will assist in the implementation of all nondiscrimination policies, including those related to affirmative action, equal employment opportunity, the CUNY Policy on Sexual Misconduct, the CUNY Policy on Equal Opportunity and Non-Discrimination, and the CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments by ensuring compliance with relevant federal, state, and local laws including, Executive Order 11246, Title IV, Title VII, Title IX, all disability-related statutes and other regulations related to protected class status. Duties will include:

- Conducting neutral and confidential investigations and writing reports based on allegations of sexual misconduct.
- Providing support to Title IX complainants, including academic adjustments.
- Developing and delivering Title IX training, prevention, and education efforts throughout the campus community.
- Monitoring compliance with Title IX through data collection, analysis, and report development.
- Assisting with the preparation of the annual Federal Affirmative Action Plan (AAP).
- Working to ensure compliance with recruitment and hiring protocols.
- Tracking and preparing data and creating reports concerning recruiting activities and outcomes and employee demographics in order to identify trends and issues.
- Preparing and delivering innovative communications and training programs related to promoting diversity and inclusion, compliance with employment law, implementation of the AAP, and other topics as needed.
- Collaborating closely with campus partners including the offices of Public Safety, Student Services, Human Resources and the Legal Affairs/Labor Designee, as well as the division of Academic Affairs.
- Other duties as assigned.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

Preferred Qualifications:
CSI requires a Bachelor's degree and six years’ related experience in a field such as law, equal opportunity, human rights, labor relations, student conduct, social services, or human resources. A Juris Doctor (J.D.) or post-baccalaureate degree in a related field is preferred and may be substituted for up to two years of experience. A
background in conducting investigations and writing reports is also preferred. In addition experience with Title IX compliance in a higher education setting is highly desirable.

The ideal candidate will also demonstrate:
- A commitment to working with and for diverse, multicultural populations.
- A thorough understanding of, and sensitivity to, the complexities of experiencing sexual harassment and/or sexual assault.
- Excellent interpersonal, organizational, presentation, and communication skills (verbal and written).
- Strong critical analysis and research skills.
- Proven ability to build inclusive, collaborative and positive working relationships.
- The ability to maintain confidentiality and work with discretion.

CUNY TITLE OVERVIEW

Manages diversity policies, procedures, and initiatives to support CUNY’s strong commitment to a diverse and respectful workplace.

- Oversees the implementation, administration, and communication of diversity programs
- Collaborates with the college Chief Diversity Officer and campus management to develop and implement programs, prepare plans and reports, perform internal compliance audits, and resolve questions and concerns
- Prepares and trains on CUNY compliance mandates and relevant city, state, and federal statutes such as Title VII, Title IX (Sexual Harassment Policies), Section 504, and the Americans with Disabilities Act
- Collects, analyzes, and prepares reports, identifying and presenting findings, patterns and trends, and recommending college policy and procedural changes
- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

September 8, 2017
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.