



Connecticut State
Colleges & Universities

JOB OPPORTUNITY

Executive Director for the Office of Institutional Equity

Open To: The Public
Location: 61 Woodland Street, Hartford, CT
Hours: Full-Time, 40 hours/week
Salary: Commensurate with experience
FLSA Status: Exempt

Closing Date: February 28, 2019

Reporting to the President, Connecticut State Colleges & Universities, the incumbent will serve as the founding Executive Director of the Office of Institutional Equity, the mission of which is to promote an integrated system and campus approach to building awareness of, and ensuring the consistent and proactive response to, issues of sexual misconduct, harassment, and discrimination.

The Executive Director is a member of the President's leadership team and serves as CSCU's leader and subject matter expert on all matters pertaining to the equal treatment of students, faculty, and staff within the system.

Please note that this is a term appointment to develop and implement an operational plan for the Office of Institutional Equity with the potential for conversion to a permanent appointment at the conclusion of the term.

Essential Duties:

Planning Phase: April-October 2019

- Design an organizational and operational plan for the system level Office of Institutional Equity devoted to prevention and response, and dedicated to: (1) data collection and reporting, (2) policy review and revisions, (3) investigations, (4) training, and (5) guidance to support campuses in their efforts to promote cultures of respect for all persons.
- Determine the needed staffing and resources for the Office of Institutional Equity and work with the CSCU President to develop the budget and organizational chart.

- Operationalize the plan for the Office of Institutional Equity across all CSCU institutions with an initial focus on Title IX, ADA, and discrimination by leveraging and maximizing staff and resources. Illustrative activities include:
 - Organize the staffing for the Office of Institutional Equity and develop job descriptions consistent with the responsibilities of the new office.
 - Provide training for all campus staff responsible for prevention and response activities to promote consistency across the system.
 - Provide investigation support to campuses to ensure a consistent approach to complaints of misconduct and discrimination.
 - Monitor campus climate and make recommendations for prevention activities.
 - Regularly convene campus professionals focused on Title IX to solicit feedback on needs for guidance, support, and to share best practices.
 - Regularly convene campus professionals focused on disability services and ADA compliance to solicit feedback on needs for guidance, support, and share best practices.
 - Review current provision of employee and student training on institutional equity matters and recommend such improvements as may be needed.
 - Oversee development of the Office of Institutional Equity's website to share resources and information.
- Serve as ombudsperson for complaints not addressed satisfactorily at the campus level and the resource person for campus staff responsible for prevention and response.
- Act as the spokesperson for the system on these matters.
- Review reports on sexual misconduct and discrimination prepared by the campuses for submission to the CT General Assembly.
- Monitor implementation and prepare progress reports for the CSCU President and Board of Regents.
- Related duties as required.

Qualifications:

Demonstrated ability to think strategically, advocate persuasively, operate diplomatically, lead effectively, manage change and form positive relationships both internally and externally in furtherance of the mission of the Office of Institutional Equity.

Master's degree in a related field. Doctorate preferred.

Eight years' experience in the administration of an institutional equity (or closely related) program, preferably in a higher education setting or related education, training, and experience that demonstrates the ability to perform the required duties of the position. At least two years of this experience must be in a supervisory capacity.

Application Instructions:

Applications must be submitted electronically to jobs@ct.edu and must be received **no later than February 28, 2019**. Please reference “Search #18-21” on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) CSCU Employment Application (available at <http://www.ct.edu/files/pdfs/Employment-Application.pdf>) AND;
- (2) Cover letter, resume, and contact information for three professional references in a single MS-Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU System Office and our 17 institutions.

Notice of Nondiscrimination

CSCU is committed to a policy of equal opportunity/affirmative action for all qualified persons. CSCU does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to intellectual disability, past or present history of mental disability, physical disability, or learning disability), genetic information, retaliation, veteran status or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. CSCU does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

Inquiries regarding the CSCU’s nondiscrimination policies should be directed to Leah Glende, Manager of Diversity & Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at LGlende@commnet.edu.

The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.