

Portland State University
Portland, Oregon

Position Profile

Director of Affirmative Action & Equal Opportunity
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Prepared by:
Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

About the Office of Global Diversity and Inclusion

Diversity and inclusion at Portland State University (PSU) is celebrated and supported by a central office called **Global Diversity & Inclusion** (GDI) that includes both the Office of Equity & Compliance and the Office of Diversity Advocacy. GDI is guided by a vision of a campus infused with a commitment to diversity and inclusion; where faculty, staff, and students see diversity as an integral part of academic excellence; where open and rich communications are commonplace; and where all cultural differences are appreciated and embraced. GDI offers support, information and advice to the Portland State community on how to work to make the PSU campus a welcoming place for everyone. It plays an important role in campus leadership promoting PSU's strategic plan of advancing equity and inclusion and GDI recognizes the importance of partnering with all offices, programs, departments, campus leaders and the local and international communities in furthering the university's strategic plan regarding global excellence. To learn more: <https://www.pdx.edu/diversity/welcome-to-diversity-and-inclusion-at-portland-state>

Mission: GDI's mission is to create a positive campus climate that celebrates diversity, builds partnerships, promotes equity, and supports the entire campus community.



Vision: GDI's vision is to promote the value diversity brings to the campus by helping to create an inclusive and culturally respectful university environment.

Director of Affirmative Action & Equal Opportunity

Portland State University seeks a **Director of Affirmative Action & Equal Opportunity** to serve several critical functions within PSU. The Director will assure compliance with federal, state, local and university civil rights laws, regulations and policies, diverse workforce hiring process, as well as affirmative action plan application and review. The Director will administer PSU's civil rights complaint procedures; including conducting and managing investigations of alleged prohibited discrimination and harassment brought by staff, faculty, students, employment applicants, and other relevant parties of PSU. Specific responsibilities also include: development of the University's Affirmative Action Plan and coordination of its implementation, monitoring of searches at the advertisement, interview and hire steps, as well as internal promotional and advancement opportunities, and preparation of various internal and external reports. The Director will work closely with the Vice President, Global Diversity & Inclusion on recruitment and retention of students, faculty, and staff from underrepresented populations. The incumbent develops and delivers an array of related programming and workshops. The Director reports to the Associate Vice President, Global Diversity & Inclusion.

Minimum Qualifications:

- Master's degree or J.D. plus five years professional AA/EO related experience involving significant responsibilities in compliance, diversity, civil rights, human rights, social justice or related.
- At least three years of experience serving underrepresented communities.
- Experience performing investigations and managing workplace complaints.
- Strong writing and analytical skills.
- Experience in leadership, project management, and strategic planning. Experience influencing compliance for code of conduct, respect in the workplace, applicable policies, procedures and agreements related to position, department and/or institution as a whole.
- Experience working in multicultural environments.
- Ability to see and understand whole systems and how elements within systems relate.
- Ability to work cooperatively with others to use appropriate systems strengths, knowledge and cooperation to improve performance.
- Experience seeking opportunities to improve the work environment to better meet the needs of internal and external constituents.
- Experience in establishing mutual agreements that result in clear responsibility, taking personal action to accomplish an agreed result following up to ensure results are achieved.
- Ability to act and provide leadership throughout the change process.
- Willingness to honor the uniqueness of each individual, challenges stereotypes and promotes sensitivity and inclusion. Functions effectively and respectfully within the context of varying cultural beliefs, behaviors, and backgrounds.
- Experience working cooperatively and productively with others to achieve shared goals.

Preferred Qualifications:

- Terminal degree preferred.
- Multicultural and cultural competence training.
- Experience working within higher education or large complex institutions with the training, education, and experience to understand and apply legislation, law, regulations, policies and procedures, and perform investigations of alleged violations of laws and internal policy applicable to discrimination and harassment in a university setting.

Key Cultural Competencies:

- Creates an environment that acknowledges, encourages and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adheres to all PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

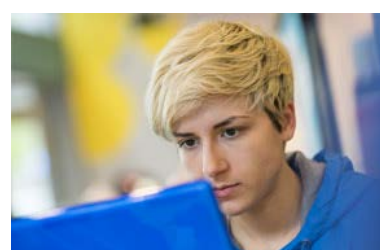
About Portland State University

Portland State University (PSU) is Oregon's urban research university recognized for excellence in sustainability and community engagement, and is located in the heart of downtown Portland. PSU offers more than 200 degrees with opportunities to work with businesses, schools and organizations on real-world projects. The University's reputation is built on excellence through accessibility, innovation, collaboration, engagement, sustainability, and transformation. As the state's only urban public university, Portland State provides comprehensive undergraduate education as well as professional education to thousands of Oregonians as well as to students from over 90 countries around the globe. Portland State is renowned for innovative academic programs and excellence – particularly in fields related to urban and public affairs; business administration; science, technology, and sustainability – that combine student learning, research, and community engagement. The university's programs continue to garner national recognition and rankings and it was named one of the top ten innovative universities in the country (US News and World Report 2016-2017). To see an up-to-date list of the outstanding PSU rankings and references by Princeton Review, Carnegie Foundation for the Advancement of Teaching and other nationally respected organizations, please click on the following link: <http://www.pdx.edu/profile/portland-state-university-rankings-and-references>

Portland State University's motto is "*Let Knowledge Serve the City.*" The University is an anchor institution, providing the Portland region with a highly-educated population, substantial economic impact, and distinctive contributions to its culture. The University promotes access, inclusion and equity as pillars of excellence. It is committed to curiosity, collaboration, stewardship and sustainability; strives for excellence and innovation that solves problems, and believes everyone should be treated with integrity and respect.

Portland State University has approximately 27,200 students with over 21,000 undergraduates and 5,600 graduate students. Some 62 percent of the students are full time, approximately 76 percent are residents of Oregon, and 64 percent are transfer students. The university offers over 200 degree programs at the bachelors, masters and doctoral level. The university has approximately 7,000 employees, including research and instructional faculty, academic professionals, managers, and staff and administrators.

For more information about Portland State University, click here: <http://www.pdx.edu/aboutpsu>





Portland

Big city excitement and small town charm make Portland, known as "the City of Roses" one of the most popular cities on the west coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. Portland is home to approximately 610,000 residents and the population of the surrounding metropolitan area is approximately 2.35 million. Portland is widely recognized in national surveys and rankings as one of America's most livable cities. Click here to learn why metro Portland has become a top national tech destination: <http://www.techtownportland.com/>

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive park system of more than 200 parks. These encompass such areas as the elm shaded South Park Blocks in the downtown area and Washington Park, home of the Rose Gardens and the Japanese Gardens. Portland's Forest Park, at nearly 5,000 acres, is the largest park within a city in the U.S. and has nearly 50 miles of walking trails.

Portland's award winning mass transit system is one of the most extensive and advanced in the U.S. and includes buses and the MAX, an urban light rail line, as well as a downtown transit mall.

On clear days, the Cascade Range volcanoes **Mount Hood** and **Mount St. Helens** loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city. Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the **Pacific Crest Trail**.

If it's ocean you're looking for, the **Oregon Coast** is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of un-peopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows.

Inquiries, Nominations and Applications

Confidential review of applications will begin immediately and continue until the position is filled. Click the following to apply and submit your resume and letter of interest. [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=8687147&portalID=5652>

For nominations or further information:

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Portland State University is an affirmative action/equal opportunity employer, and seeks candidates who are committed to the highest standards of scholarship and professional activities and a campus climate that supports equality, diversity and inclusion.



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