

MT. HOOD COMMUNITY COLLEGE



Position Profile

Director of Diversity, Equity and Inclusion

June 2017



MT. HOOD
COMMUNITY COLLEGE

www.mhcc.edu

Gresham, Oregon (Portland)

THE INSTITUTION

Located in the shadow of majestic Mount Hood and celebrating over 50 years of student success, Mt. Hood Community College (MHCC) serves nearly 30,000 students each year and has become one of the premiere institutions of higher education in Oregon. Mt. Hood Community College is a major employer in the East Portland metropolitan area and employs over 1,650 local residents. MHCC has multiple campuses: Gresham, Maywood Park, Bruning Center for Allied Health Education and holds additional classes at various public schools in the area. The Mt. Hood Community College district encompasses an area of about 950 square miles with a population of more than 300,000 and offers 120 associate degrees, certificate programs and transfer options that prepare students for current and future opportunities.



MHCC's student body reflects the ethnic and economic growth of the local community. As the community continues to evolve, the College remains committed to remaining accessible to an ever-increasing population. To learn more: www.mhcc.edu

Facts about MHCC:

- Mt. Hood Community College was named a 2014 Military Friendly School, a designation given to the top 20 percent of colleges, universities and trade schools in the country that are doing the most to embrace America's military service members, veterans and spouses as students and ensure their success on campus.
- For the second time in the past three seasons, MHCC College Athletics earn NWACC 2015-16 President's Cup which is awarded to institutions based on their academic performance. MHCC took the President's Cup in the large school division, which is for colleges that offer eight or more sports.
- MHCC is accredited by the Northwest Commission on Colleges and Universities. The College is financed by local property tax revenue, state reimbursement funding and student tuition.

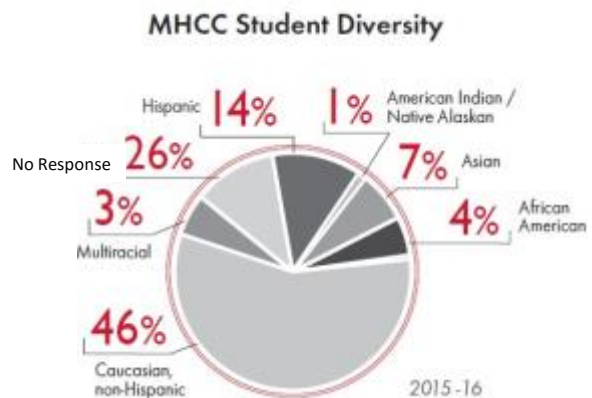




Equity and Inclusion:

Mt. Hood Community College is a dynamic community of intercultural learners committed to meeting the evolving needs of an increasingly interconnected global society. At MHCC, commitment to diversity means that this community will:

- Welcome, value and promote all aspects of diversity among students, employees and the community.
- Cultivate a respectful, inclusive and accessible learning and working environment.
- Develop capacity to understand issues of difference, power and social justice.
- Foster educational, personal, and professional development, resulting in increased effectiveness within diverse contexts.



To learn more regarding the enrollment history and trends at MHCC, go to:

https://summitsearchsolutions.com/wp-content/uploads/2017/05/AIR_Fact-Book_2015-2016.pdf

THE OPPORTUNITY

The **Director of Diversity, Equity and Inclusion** leads the development and implementation of proactive diversity, equity and inclusion initiatives which will support the College's strategic plan. This senior-level management position will report directly to the Chief of Staff and will serve as a member of the President's Council. The Director will lead the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive college environment. In addition, the Director will also engage faculty, staff and students to build a welcoming and inclusive culture at the College. The Director of Diversity, Equity and Inclusion serves as College's Title IX Coordinator and conducts investigations related to Title IX, Equal Employment Opportunity, Affirmative Action, Americans with Disabilities Act, MHCC Culture of Respect including harassment and bullying related complaints.

Essential Duties:

- Strategically plans, guides and advises the President, executive officers, management, staff and students on diversity, equity, and affirmative action matters. Collaborates with management to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff. Identifies and supports policy improvement and recommends programs, strategies and other collaborative activities to prevent discrimination and harassment from occurring at the College.

- Develops and implements district-wide training to promote cultural understanding and competency and a climate of equity and inclusion. Identifies training needs for supervisors, managers, and employees on EEO, ADA, Title VII, Title IX, and bullying and harassment related issues. Provides guidance and training on appropriate methods and strategies for mediation and conflict resolution to supervisors, managers, and employees.
- Promotes the College's commitment to a climate of equity and inclusion through interaction with individuals and agencies inside and outside the college district including the Board of Education, Executive Staff, supervisory staff, employees, students, public, community leaders from all cultural groups, civic and grass-root organizations, attorneys, political figures, and Federal, State and local government enforcing authorities.
- Supports and advises in the College's recruitment and retention of underrepresented employees.
- Serves as the College's Title IX coordinator. Oversees and ensures compliance with applicable laws and regulations and develops policies and procedures.
- Conducts investigations and ensures a fair, timely, and well-documented investigative process. Creates comprehensive written investigate reports that clearly identify the issues investigated, identify all relevant College policy, and summarize all relevant evidence. Conducts interviews as required, including conducting site visits; reviews records of past practices. Evaluates and determines merit/no merit of complaint claims.
- Mediates and utilizes alternative resolution and problem solving processes to resolve internal organizational complaints and claims; prepares and submits fact-finding reports and makes recommendations on appropriate resolution of claims.
- Identifies and supports policy improvement and recommends programs, strategies and other collaborative activities to prevent discrimination and harassment from occurring at the College. Communicates and articulates Equal Employment Opportunity and Affirmative Action strategy for the general public, governmental enforcing agencies, political and community group leaders and grass-root organizations.
- Provides strategic, innovative leadership in the design, implementation and continuous improvement of the division and related programs and services. Responsible for divisional alignment with College strategic initiatives and facilitates the preparation of short- and long-term plans in support of College mission, vision and goals.
- Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet federal and state requirements, including creating workforce analysis reports. Tracks, trends, reports, and addresses systemic problems relating to complaints. Provides analysis of legislation and regulations related to equity and affirmative action.
- Remains knowledgeable of federal and state law and regulations, and trends within higher education related to harassment and other discriminatory practices. Identifies and integrates best practices into knowledge base and practice. Provides analysis of legislation and regulations related to equity and affirmative action.

Qualifications:

- Bachelor’s degree required; Master’s preferred.
- Five years (or more) of demonstrated administrative experience working in an affirmative action, EEO and/or compliance function.
- Experience working with cabinet-level executives, boards of directors, public sector boards, or trustees.
- Knowledge of policies, trends and issues in higher education, especially community colleges preferred.

PROCEDURE FOR CANDIDACY

Review of applications will begin immediately. Priority will be given to applications received prior to **July 7, 2017**. To apply online, go to: <https://www.highereddecisions.com/sss/> and select this vacancy. Please submit PDF versions of your resume and letter of interest upon application.

For nominations or further information:

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MHCC is an Equal Opportunity Employer that actively supports workforce diversity.



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PORTLAND, OREGON

The fourth largest city in the state of Oregon, **Gresham**, is nestled between the majestic Columbia Gorge and Mount Hood east of Portland. Blessed with a wealth of natural attractions, the area is studded with parks and nature trails for visitors to enjoy and over 17 acres of community landscapes in Gresham alone. One highlight is the Springwater Corridor which runs for over 40 miles past Gresham, and links it to other areas in Oregon via a paved path that is perfect for walking, hiking, or jogging. As well as the great outdoors, this city offers several museums and historical buildings that tell the story of Gresham from the days of pioneers to present as well as other fun activities like community theaters and farmers markets.

A short ten minute commute brings you to Portland, one of the most popular cities on the west coast where you can enjoy big city excitement as well as small town charm. Known as "the City of Roses", Portland is situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, and 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 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 Oregon coast. People in this region tend to care about community and are environmentally conscious.

For more information on the greater Portland area visit:

Gresham Area Chamber of Commerce: <http://www.greshamchamber.org/>

City of Portland: <https://www.portlandoregon.gov/>

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Parks and Recreation: <https://www.portlandoregon.gov/parks/35300/>

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 unpeopled 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.