



Position Profile

Chief Diversity & Inclusivity Officer

February 2019

In partnership with Summit Search Solutions, Inc.



ABOUT SOUTHERN OREGON UNIVERSITY

Established in 1872, Southern Oregon University (SOU) is becoming the 'University for the Future', under the direction of President Dr. Linda Schott who inspires its community to strive for greatness – individually and collectively. SOU provides career-focused, comprehensive educational experiences to approximately 6,000 students with plenty of degree path options through 36 areas of study in a dynamic range of fields while preparing them to live and lead in a multicultural, global society. Along with an emphasis on student success and intellectual growth, SOU is committed to diversity, equity inclusion, and sustainability. Theoretical and experiential learning programs provide quality, innovative experiences for learners. At SOU, students build strong community connections through internships, mentorships, field studies, capstone projects, volunteer opportunities, and civic engagement. To learn more: <https://sou.edu/>

Student leadership is an important part of what makes SOU a wonderful place to live and study. With staff and faculty support, students at SOU can step into their own leadership and learn to manage and operate a wide-range of student resources including outdoor adventure programming, film screenings, community gardens, bicycle services, and an organic farm.

Sitting on 175 acres, Southern Oregon University is committed to sustainable practices, environmental stewardship, and research that advances understanding of local, regional, and global environmental issues of which it has been nationally recognized. Recently, SOU was honored with the *Best Case Study Award* by the Association for the Advancement of Sustainability in Higher Education, was the first university in the nation to certify as a *Bee Campus USA*, and now boasts LEED Gold campus housing.

SOU's presence is experienced not only in Ashland but also in Medford, Oregon at the Higher Education Center where students pursue two-year, four-year, and graduate degrees. At both locations, the passions of students combine seamlessly with an outstanding education in a unique location making SOU a wonderful place to work, live, and learn.

- *The Princeton Review* named SOU one of the most environmentally responsible colleges in the US and Canada.
- For six years, SOU has been ranked top 30 LGBTQ-Friendly Schools in the nation by *Campus Pride*
- SOU participates in Second Nature's Climate Commitment.
- *Sierra Magazine* ranked SOU one of the top cool schools as the nation's first Bee Campus USA, and a designated Tree Campus by the *Arbor Day Foundation*.
- *Outside Magazine* named SOU one of the top 20 schools in the US where you can hit the books and the backcountry.





THE OPPORTUNITY

Chief Diversity and Inclusivity Officer

Primary Purpose

The Chief Diversity and Inclusivity Officer (CDIO) will lead the development and implementation of diversity, equity and inclusion (EDI) initiatives to support Southern Oregon University's new strategic plan. The CDIO reports directly to the President and serves as a member of the executive team. The CDIO will lead the implementation of a vision that champions the importance and value of a diverse, equitable and inclusive environment by proactively engaging faculty, staff, and students to build a welcoming community and inclusive culture at Southern Oregon University. The CDIO will assess potential barriers and develop strategies focused on recruiting and retaining students, faculty, and staff. The CDIO requires higher education acumen to effectively design training initiatives on cultural competency, gender differences, disability, sexual harassment prevention/training/response, and other topics designed to increase awareness and support of equity and inclusion values while maintaining compliance with applicable laws.

The CDIO plays key roles in institutional planning and positioning, forging partnerships, and advancing SOU's efforts to create an equitable, diverse, and inclusive campus and community. The CDIO also has significant responsibility to work collaboratively with campus partners within Academic Affairs, Enrollment Management and Student Affairs, Finance and Administration, Development, Athletics, Faculty Senate, The Associated Students of Southern Oregon University, Diversity and Inclusivity Oversight Committee, Bias Response Team, and others throughout campus. The CDIO also serves as the Title IX Coordinator/Affirmative Action Officer.



Key Responsibilities:

Strategic Diversity, Equity, and Inclusion Planning (85%)

- Plan, guide, and advise the President and executives on EDI matters.
- Serve as a primary resource for the University on best practices, trends, and campus community needs in the areas identified which include development, access and inclusion, intercultural issues, diversity, and social equity.
- Engage the campus community in developing and implementing a University-wide diversity plan and inclusive excellence model.
- Coordinate the Diversity and Inclusion Oversight Committee and its sub-committees comprised of students, faculty, and staff to develop and manage EDI plans and initiatives.
- Implement and coordinate institutional employee training to promote cultural understanding and competency, and a climate of equity, diversity, and inclusion. Develop and implement diversity and social justice training, programs, and events that promote pluralism and connections within our inclusive campus community.
- Provide presentations, workshops, seminars, focus group sessions, difficult dialogues, and community outreach, etc. to enhance the diversity mission of SOU.
- Conduct research to assess the educational benefits of diversity and institutional effectiveness through academic achievement gaps, academic remediation, STEM participation, honors enrollment, recruitment and retention of students, graduation rates, etc.
- Develop policies and procedures that ensure equity in compliance with all legal requirements.
- Conduct qualitative and quantitative studies to monitor campus climate.
- Promote commitment to diversity through interaction with individuals and external agencies including the Board of Trustees, Cabinet, administrators, staff, employees, students, and the general community.
- Collaborate with Human Resources, Admissions, and Enrollment in developing strategies focused on recruiting and retaining faculty, staff, and students from underrepresented groups.
- Oversee EDI investigations.

Title IX Coordinator (15%)

- Serves as the University's Title IX coordinator and supervises staff who conduct equity related investigations.
- Oversee and ensure adequate, reliable and impartial investigations of reports and complaints of Title IX matters by administering the implementation of case management/investigatory plans, which may include: verifying whether the report constitutes sexual misconduct; appointing an investigative team; ensuring that reports and complaints are handled properly and in a timely manner; evaluating recommended interim measures; educating on the grievance and appeals process; notification of grievance decisions; and appropriate records maintenance.
- Coordinate the University's compliance with federal and state discrimination and sexual harassment laws.
- Continuously identify and integrate best practices in the Title IX investigation arena into knowledge base and practice.
- Serve as the University resource on Title IX requirements and compliance and provide consultations to response teams as needed. Serve as a member of the Student Support Network and the Bias Response Team.
- Provide oversight to the recruiting, training, supervising, and leadership of investigator, adjudicators and those involved with Title IX compliance.

Minimum Qualifications:

- Master's degree or equivalent in a field related to the duties performed. Examples include but not limited to sociology, ethnic studies, education, etc.
- Five years of significant leadership experience leading initiatives, programs, activities, and services related to institutional access, equity, diversity, inclusion, multiculturalism, and social justice.
- Record of influence and interaction with internal and external communities and deploying effective EDI programs.

Preferred Qualifications:

- Doctorate degree or other terminal degree in a field related to the duties performed.
- Experience with learners of various ages and life stages.
- Experience working in an Affirmative Action/EEO compliance function.
- Experience or extensive knowledge related to issues of nondiscrimination, access, and equity in higher education.
- Experience developing new funding streams.
- Active in state and national EDI organizations.



Knowledge, Skills, and Abilities:

Includes the [CDO Standards of Professional Practice](#) promulgated by the National Association of Diversity Officers in Higher Education (NADOHE):

- Has the ability to envision and conceptualize the diversity mission of an institution through a broad and inclusive definition of diversity.
- Understands, and can articulate in verbal and written form, the importance of EDI to the broader educational mission of higher education institutions.
- Understands the contexts, cultures, and politics within institutions that impact the implementation and management of effective diversity change efforts.
- Has knowledge and understanding of, and can articulate in verbal and written form, the range of evidence for the educational benefits that accrue to students through EDI in higher education.
- Has an understanding of how institutional programming and curriculum development can be used to enhance the diversity mission of higher education institutions for faculty, students, staff, and administrators.
- Has an understanding of the procedural knowledge for responding to bias incidents when they occur on college or university campuses.
- Has basic knowledge of how various forms of institutional data can be used to benchmark, promote accountability, set milestones, and implement strategies for the diversity mission of the University.
- Has an understanding of the application of campus climate research in the development and advancement of a positive and inclusive campus climate for diversity.
- Has current and historical knowledge related to issues of nondiscrimination, access, equity, and social justice in higher education institutions.
- Broadly understands the potential barriers that faculty face in the promotion and/or tenure process in the context of diversity-related professional activities (e.g., teaching, research, service and community commitment).
- Has awareness and understanding of the various laws, regulations, and policies related to EDI in higher education (*e.g.*, Civil Rights Acts, the Americans with Disabilities Act, Title IX, Affirmative Action, Equal Employment Opportunity, Tribal Sovereignty, and other applicable laws).
- Understanding of under-represented student group development with the proven ability to advise students from diverse backgrounds, and ability to relate effectively with students, faculty, administrators, staff, and the public, particularly around sensitive issues of EDI.
- Demonstrated ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Demonstrated ability to interpret, consistently apply, and make independent decisions within legal and general policy and regulatory guidelines. Skill to conceptualize, analyze and interpret educational issues, policies, and regulations as it relates to diversity, equity, and inclusion.
- Take the initiative in independently planning, organizing, and performing work assignments within broadly defined parameters with accuracy/attention to detail with time-sensitive deadlines.
- Ability to effectively perform work of a highly sensitive and confidential nature that requires access to information, use of sound judgment and strict discretion, and maintain strict confidentiality of privileged information.
- Demonstrated ability to work with senior officials and executives from within and outside the University, and ability to think strategically and serve as a sounding board for the executive team.
- Proven experience developing, organizing, and administering budgets.
- A willingness to travel and attend training programs off-site for occasional professional development.
- Must be able to successfully pass a pre-employment background check.
- The person holding this position is considered a “mandated reporter” under the Oregon Revised Statutes and is required to comply with the requirements set forth by the Oregon Department of Human Services.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **March 21, 2019** will be given first consideration. Please submit a PDF version of your resume and cover letter outlining your interest and suitability for this position. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su144>

For more information or to offer recommendations or nominations:

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Southern Oregon University is an equal employment opportunity employer and is strongly committed to achieving excellence through a diverse workforce. The University actively encourages applications of all qualified individuals.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.



YOU'RE HOME



Selected as a top 10 finalist in Outside magazine's search for the "Best Town in America," Ashland is a culturally rich place for tourism, entertainment, entrepreneurship, and breathtaking outdoor experiences.

ASHLAND, MEDFORD, and SOUTHERN OREGON

Ashland is located on the land of the Shasta and Takelma peoples and recognizes the many Oregon and Northern Californian tribes and bands who call the Klamath Basin region their ancestral territory. Ranked as one of 2018 Top 100 Places to Live, Ashland, Oregon is nestled at the base of the convergence of the Siskiyou and Cascade mountain ranges at an elevation of approximately 2,000 feet. Situated centrally between San Francisco and Portland, this city of over 20,000 people enjoys 200 days of sunshine each year, making it an ideal choice for anyone looking to settle in a mild climate for four distinct seasons. Established higher education core, vibrant tourism sector, and innovative small businesses form the base of Ashland's economy. Interstate 5 runs conveniently by Ashland making it easy to get to larger neighboring cities.

In Ashland is Lithia Park, a beguiling 93-acre green-space spread with lush lawns and elegant landscaping, walking paths, tennis courts, playgrounds, and picnic areas, set amid undeveloped woodlands, duck ponds and groves of sycamore trees which hosts the Oregon Shakespeare Festival, an Elizabethan Theater that is Ashland's most celebrated cultural offering.

Medford, just 20 minutes north of Ashland, is set in a rural-but-urban accessible environment and features spacious non-congested living. It is a commercial center with access to major retailers and an airport. One can savor award-winning wines harvested from the most diverse growing conditions around the globe and is home to Harry & David's world-famous Moose Munch and Rogue Creamery's prized blue cheese. Over 200 days of sunshine abound among breathtaking terrain, making it ideal for outdoor lovers.

- Ashland and Medford are surrounded by National Forest in one of the thirteen most biodiverse regions in the world and is a destination for trail-running, skiing, hiking, and mountain biking.
- With 785 acres of parkland and 41 miles of trails, residents can get virtually anywhere they want by walking or biking.
- Oregon's only National Park, Crater Lake, is a perfect day-trip destination. At 1,943 feet, Crater Lake is the deepest and clearest lake in the United States and the ninth deepest in the world.
- The population of the region is growing in diversity and organizations in the community are committed to an inclusive environment.

Ashland and Medford are perfect for anyone wishing to live in a stunning natural setting surrounded by the arts, culture, vineyards, and adventure.

For more information, visit:

<https://www.ashlandchamber.com>

<https://www.southernoregon.org>

<https://www.travelmedford.org/>



Fun Facts

- No sales or inventory tax.
- You can cut your own Christmas tree!
- You don't have to pump your own gas.