



**Diversity, Equity, Inclusion and Title IX Coordinator
Job Description**

Position Title: Diversity, Equity, Inclusion (DEI) and Title IX Coordinator

Work type: Administration

Location: Tillamook, OR

Categories: Administrative

Department: President's Office

Appointment Type and Duration: Regular, Ongoing

Salary Full Range: \$46,574.73 - \$66,404.42

Compensation Band: Grade 17

Initial Placement: Generally not to exceed the mid-point of the full range, based on qualifications, experience, and internal equity.

FTE: 1.0

FLSA: Exempt

Term of Employment

Annual: 1.0 FTE position; July 1 - June 30. Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Organizational Relationship

Reports to the President

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, and highly skilled candidate to serve as our new Diversity, Equity, Inclusion (DEI) and Title IX Coordinator and to work in conjunction with and support of the College's mission: to serve our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC serves nearly 2,000 students during the academic year

Major Areas of Responsibility

- I. Create, manage, and coordinate the implementation of the College's equity work utilizing the TBCC equity and inclusion framework
- II. Outreach to community stakeholders and statewide DEI connections
- III. Lead the Equity and Inclusion Committee and activities
- IV. Serve as the Title IX coordinator and Affirmative Action Coordinator for TBCC (gender equity, fair and equal access, equitable hiring practices)

Description of Responsibilities

This position provides institutional leadership to update, implement, and track the progress of the College's equity work, including facilitating the Equity and Inclusion Committee, actively pursuing funding to support College efforts, building the diversity of staff and faculty, coordinating staff cultural competency through ongoing training, and building relationships and maximizing shared efforts with community stakeholders.

As the Title IX Coordinator, this position will ensure that the College responds to and resolves all reports in a timely, effective and consistent manner. The Title IX Coordinator is also charged with implementing any appropriate supportive and protective measures to ensure the safety of the College Community.

Specific Areas of Responsibility

- I. **Coordinate the implementation of the College's equity work and Equity Lens process**
 - Collaborate with a broad range of campus stakeholders and the Board of Education to support the implementation of the College's Equity work
 - Coordinate the implementation of college Equity Lens processes
 - Establish institutional performance metrics to assess progress on equity work
 - Partner with the Director of Human Resources to ensure the recruitment, selection and hiring process is diverse, equitable and inclusive

- Participate in the statewide community college rural consortium and lead the Equity and Inclusion Committee and activities
- Facilitate the implementation of the Equity Lens as a part of campus decision-making processes
- Support the efforts of the College's Equity and Inclusion Committee, ensuring equal weight is given to perspectives of staff, faculty and students and meets the requirements of HB 2864.
- Coordinate educational opportunities on equity and inclusion topics for employees and students:
 - Develop and maintain educational opportunities on equity, diversity, and inclusion for all staff
 - Collaborate with Student Services to provide equity programming for and with students
 - Collaborate with the Office of Instruction to provide faculty development opportunities for adopting inclusive teaching practices
 - Collaborate with the Human Resources to provide equity programming to facilitate inclusive onboarding procedures for new employees
 - Integrate diversity, equity and inclusion programming into broader structures for welcoming and engaging all employees
- **Advise college on building bridges with community stakeholders to support broad efforts around equity and inclusion (expand to match)** Provide a roadmap on effective collaboration with community groups to deliver community-based equity and inclusion related events
 - Support/advise college on strategies to connect with community groups to capitalize on shared funding opportunities
 - Build resources to sustain community collaborations
 - Sponsor and promote community events in support of Diversity Equity and Inclusion
 - Assists the College to work towards being a Hispanic Serving Institution (HSI).
- **The duties and responsibilities that have been delegated to the College's Title IX compliance efforts include, but are not limited to, the following:**
 - Responsible for Title IX compliance, including notifying all students, employees, applicants for admission or employment of the College's obligations under Title IX and publication of the Title IX Coordinator's contact information, reporting options and the applicable procedures, process and options available after a report is made;
 - Assist any individual in identifying the appropriate policy to resolve a report in a prompt and equitable manner;
 - Providing information and resources to all parties involved in a report under the College's Sexual Harassment policy
 - Acting as a central source for all sexual harassment and misconduct allegations;

- Conducting annual and on-going climate checks, tracking and monitoring sexual harassment and misconduct allegations on campus; and
- Coordinating training, education and prevention efforts related to issues covered under the College's Sexual Harassment policy
- Organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of the number and nature of filed complaints and disposition of complaints.
- Remain knowledgeable of the current state and federal laws and regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX.
- Monitor the College's Harassment policy and procedures to ensure compliance with state and federal law and regulations; serve as a liaison to state and federal government compliance or investigation officers.

Knowledge Skills, and Abilities

- Demonstrated ability to work collaboratively and collegially with a wide variety of diverse constituents across the College, and to successfully develop cultural fluency across a range of audiences of varying levels of understanding
- Evidence of sensitivity to and understanding of individuals from diverse backgrounds
- Ability to communicate sensitive information verbally and in writing to individuals at all levels
- Outstanding written and verbal communication skills with the ability to effectively convey complex information to a wide array of audiences
- Excellent problem-solving skills with an ability to manage multiple, competing priorities
- Commitment to promoting cultural competency and racial equity
- Ability to conduct legal research.
- Ability to maintain awareness of changes in federal and state regulations and protocols.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Ability to plan, develop, and coordinate multiple projects.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to gather data, compile information, and prepare reports.
- Strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff, and student body.
- Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Strong organizational skills and detailed oriented.
- Ability to maintain confidentiality

Required Qualifications

- Bachelor's degree and three years' experience leading compliance, cultural competence and/or equity and inclusion initiatives OR,
- Associates degree and five years' leading compliance, cultural competence and/or equity and inclusion initiatives OR,
- Ten years' experience leading compliance, cultural competence and/or equity and inclusion initiatives
- Demonstrated ability to honor and work with all identities and individuals, particularly those who are underrepresented in the county and/or at Tillamook Bay Community College
- Commitment to advancing diversity, equity and inclusion

Preferred Experience

- Experience developing and implementing educational and cultural programming
- Experience working in higher education; preferably community college
- Bi-lingual in Spanish