



Human Resources

West Chester, Pennsylvania 19383

12-40 - Assistant Director of Social Equity (Manager 180)

School: Office of Social Equity

Description:

Join a vibrant campus community whose excellence is reflected in its diversity and student success. West Chester University of Pennsylvania invites applicants for the position of Assistant Director of Social Equity to provide leadership in the development and achievement of the University's equity goals. Reporting to the Director of Social Equity the Assistant Director will be responsible for the following:

- Monitors and enforces WCU sexual harassment and discrimination policies, procedures and programs.
- Conducts investigations into complaints of sexual harassment and other forms of discrimination.
- Coordinates and conducts educational and training programs on all equity and diversity issues.
- Monitors all hiring and recruitment to implement WCUs hiring procedures, affirmative action plan and commitment to diversity.
- Provides leadership to designated equity committees to identify and address equity concerns.
- Collaborates with the Offices of Multicultural Affairs and Admissions to achieve multicultural student recruitment and retention goals.
- Assists the Director with identification and addressing campus climate issues including development of a campus mediation program.

Requirements: Bachelors degree required, Masters degree or JD, and higher education experience preferred. Must have 4 or more years of professional experience working with diversity issues, researching legal requirements, experience developing and implementing educational and training programs, and experience with complaint investigation and conflict resolution.

Starting salary is \$47,879 and is commensurate with qualification and experience. Excellent benefits including undergraduate tuition fee waiver for self and dependents. Applicants must successfully complete interview process to be considered as a finalist.

Apply by on-line application at www.wcupa.edu/hr/application Electronic submission allows for cover letter and resume attachments (required). References with contact information will be required prior to interview. Review of applications will begin immediately and continue until the position is filled. AA/EOE. Women and minorities are encouraged to apply. The filling of this position is contingent upon available funding.

All offers of employment are subject to and contingent upon satisfactory completion of all pre-employment criminal background and consumer reporting checks.

Apply online at <http://www.wcupa.edu>