



Deputy Title IX/ADA Coordinator and Equity Specialist

Full Job Description

George Fox University's Office of Diversity, Equity and Inclusion is seeking a trustworthy, compassionate, and effective leader to serve as our Deputy Title IX/ADA Coordinator and Equity Specialist.

About the Job:

The Deputy Title IX Coordinator and Equity Specialist will serve as part of the Diversity, Equity and Inclusion team and report to the AVP, Diversity, Equity and Inclusion. This leader will oversee university efforts in Title IX and ADA education, prevention, response and compliance and contribute to providing strategic vision and planning as it relates to equity and access for all members of our community. The work of the Deputy Title IX/ADA Coordinator and Equity Specialist will occur in collaboration with various departments and campus partners and will have wide-spread influence over the student and employee experience.

Job Responsibilities Include, but Are Not Limited To:

- Leading institutional efforts on trauma-informed Title IX/sexual misconduct administration, compliance, and educational programming efforts. (50%)
 - Ensuring the policies and procedures meet regulatory requirements and industry best practices.
 - Working with the Title IX Coordinator to ensure proper case coordination and assignment of deputy coordinator roles.
 - Providing leadership and strategic development of the Sexual Misconduct CARE Team and processes.
 - Overseeing the campus advocate and peer advocate programs.
 - Leading compliance training efforts for the George Fox campus community.
 - Maintaining excellent documentation.
- In partnership with the Chief Diversity Officer, contributing to the development, implementation, and operationalization of a Christ-centered George Fox missional vision and strategy for the care and support of vulnerable populations that include, but are not limited to people of color, women, veterans, persons with disabilities. (30%)
- Guiding university departments beyond ADA/504 compliance and toward seamless access for persons with disabilities, as the ADA Coordinator. (20%)
 - Coordinating accommodation and ergonomic requests from employees in cooperation with the Director of Employee Benefits and Well-Being.
 - Working with the Environmental Health and Safety Manager on issues related to building access and safety for persons with disabilities.
 - Ensuring appropriate processes are in place to provide the prompt and equitable resolution of inquiries and complaints from university students, employees and outside parties.

- Communicating effectively and courteously with others, including employees, students, and the public, in a spirit of teamwork, respect and customer service.
- By actions, words, and lifestyle, be a Christian role model to students, whether through casual contact or in a formal supervisory role.
- Demonstrating awareness, respect, and appreciation for diversity of culture, background, race, sex, political views, expressions of faith, etc. and works well with a variety of people.
- Other duties as assigned.

A Day in the Life of This Position:

The daily life of the Deputy Title IX Coordinator and Equity Specialist includes: team/individual meetings with staff, Title IX/ADA incident coordination/training/consultation, leadership development activities, collaborative work with other departments, and conducting training.

We're Looking for Candidates Who Have:

- A Bachelor's Degree in a related field.
- A minimum of 3-5 years of related experience.
- Experience with compliance related work.
- A high level of intercultural competence, a people-centered mindset, and experience and interest in working with people from diverse backgrounds.
- The ability to manage a number of different tasks concurrently, prioritizing effectively.
- Excellent interpersonal communication skills and ability to build networks.
- Excellent organizational and recordkeeping skills.
- A personal commitment to Jesus Christ and express their Christian testimony in a church. In addition, employees agree to live in agreement with the Community Lifestyle Statement and affirm the theological commitments expressed in the Statement of Faith.

Preference Will be Given to Those Who Have the Following Attributes:

- Thorough knowledge of Title IX processes, procedures, and compliance.

Job Information:

- Hours Per Week: 40 hours (1.0 FTE) - Monday through Friday
- Work Location: Newberg Campus
- Working Conditions: Physical requirements are those of a normal office environment.
- Supervisor: AVP of Diversity, Equity and Inclusion

George Fox University has been transforming student's lives for over 125 years. We are a Christ-centered community that prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion. Our vision is to be the Christian university of choice known for empowering students to achieve exceptional life outcomes. We put students first, with Christ at the center of our work,

embracing change in order to improve. We are looking for enthusiastic candidates to join us in creating transformational experiences for our students.

Being a part of our community means a commitment to faith and to a lifestyle that is consistent with the university's mission as described in the [Statement of Faith](#) and [Community Lifestyle Statement](#) on our website.

As a Christ-centered community, George Fox University is an institution that values [diversity](#) as an essential dimension of God's design for human communities. In seeking to become a more inclusive community, we especially encourage applications from women and candidates from racial and ethnic backgrounds that are underrepresented in our community.

What is most appealing about working at George Fox University?

- Faith-friendly: Our culture is unique for higher education. At George Fox you can pursue academic excellence while integrating scriptures, praying with staff members and students at work, and helping to make an impact on the world in a way that promotes Christian values.
- Unapologetically Christian: As a university, we have an enduring commitment to Christ, his kingdom and the truth of God's Word.
- Live out your calling: You are able to use your God-given talents and abilities while having a profound influence on students as they deepen their relationship with Jesus Christ.
- Equip students for kingdom work: You can be a part of helping students discover their callings, at which they will be able to glorify the kingdom of God just as they have seen you do.

For your personal well-being we offer:

- A strong Christian vision and mission-led organization with opportunities for your growth and contributions.
- Wonderful Christian peers and a vibrant student population.
- A beautiful and peaceful campus environment with areas to walk and coffee shops and restaurants close by.
- Free Fitness Center membership.
- Free parking.
- Rich employee benefit package.