Job Class: MnSCU Administrator 7– Job SO058P

Working Title: Civil Rights, Title IX, Affirmative Action Compliance Officer

Who May Apply: Open to Minnesota State employees only.
Date Posted: 9/1/2021
Closing Date: 9/15/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office/Administrator’s Plan
Division/Unit: Equity and Inclusion / Equity and Inclusion
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, some
Salary Range: $86,922 - $139,080 annually
Classified Status: Unclassified
Option Code: Bargaining Unit/Union: 220 Administrator’s Plan
Location: St. Paul
Connect 700 Program Eligible: No

Job Summary:

The Civil Rights/ Title IX, Affirmative Action Compliance Officer will serve as the Minnesota State Colleges and Universities system lead to guide compliance efforts for federal and state nondiscrimination laws, along with the policies and procedures relevant to the Minnesota State College and Universities system. The incumbent will work directly with the Office of the General Counsel, the Office of Human Resources, Labor Designees, Academic and Student Affairs, campus leaders including Affirmative Action Officers, Title IX designees, and other administrators to support and advance the areas of civil rights/Title IX compliance and policy review. Responsibilities include review and investigation of Title VI, Title VII, Title IX, Sexual Harassment, ADA/Section 504, Employment and Age discrimination. The incumbent will act with a high level of autonomy and will provide expertise and consultation to all Minnesota State colleges and universities.
The incumbent will be housed in the Office for Equity and Inclusion division at the system office.

**About Minnesota State**

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical and seven state universities, Minnesota State serves 64 percent of the state’s undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

**Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.**

**Minimum Qualifications:**

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Bachelor’s degree and five (5) years of practical, relevant experience in civil rights compliance
- Civil rights/Title IX compliance, monitoring, and investigation (preferably in higher education)
- Leading and directing work to ensure compliance of Title VI, Title VII, Title IX, Sexual Harassment, ADA/Section 504, Employment and Age discrimination.
- Cultural competency and awareness appropriate to train faculty/staff/students and build relationships within communities of color
- Experience working with diverse communities
- Demonstrate excellent command of contemporary civil rights and equal opportunity laws, policies, issues, and trends
- Effective oral and written communication
- Ability to organize detailed projects and prioritize in a high-volume work environment
- Demonstrate ability to troubleshoot and solve problems collaboratively
- Ability to interact and network with other organizations with related interests
- Demonstrate ability to efficiently complete projects requiring team approach and efforts
- Ability to create and conduct content-specific, large-group trainings for investigators, decision makers, Title IX Coordinators, and other designated officers throughout the system as well as presidents and system office staff, as needed
Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

**Preferred Qualifications:**

- MEd, PhD or JD
- Experience in higher education setting
- Trauma-Informed interview training
- Two or more years of investigation experience

**Additional Requirements**

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State’s Vehicle use criteria and consent to Motor Vehicle Records check.

**Other Information:**

Employment information for this position can be found in its collective bargaining agreement or its plan document at [https://www.minnstate.edu/system/working/docs/contracts/2019-2021%20Administrators%20Plan.pdf](https://www.minnstate.edu/system/working/docs/contracts/2019-2021%20Administrators%20Plan.pdf)

**Why Work for Us**

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](https://www.minnstate.edu/)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical ($36.64 per month single and $250.00 per month family) and dental insurance with low deductibles ($150 - $1500), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.
How to Apply

Please go PeopleAdmin at: https://mnsystem.peopleadmin.com/postings/1593

➢ All application materials must be received by the Human Resources Department by 11:59pm on the date the position closes.

Contact

If you have questions about the position, contact Shawna Tienter at Shawna.tienter@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the Jessica.white@minnstate.edu.