

## *Position Announcement*

---

### **Dartmouth College Director of Equal Opportunity**

Founded in 1769, Dartmouth College is a member of the Ivy League and consistently ranks among the world's best academic institutions. An R1 institution, Dartmouth combines its deep commitment to outstanding undergraduate liberal arts and graduate education with distinguished research and scholarship in the Arts and Sciences and its four leading graduate schools—the Geisel School of Medicine, the Guarini School of Graduate and Advanced Studies, Thayer School of Engineering, and the Tuck School of Business. The College serves 6,761 students. With its quarter-term academic calendar, Dartmouth's residential 269-acre main campus is active year-round. The College is located in the small town of Hanover, New Hampshire, judged one of the best places to live due to its strong sense of community, rich cultural life, and regional resources that include major teaching hospitals, a burgeoning high-tech sector with global connections, and extensive recreational opportunities. Influenced by its distinctive New England setting and heritage, Dartmouth embodies a pioneering commitment to “making a difference” in a community whose members work together to create knowledge, connect to the world, and further their sense of identity and direction.

Established in 2021 and led by Shontay Delalue, Senior Vice President and Senior Diversity Officer, Dartmouth's Division of Institutional Diversity and Equity includes the Office of Equity and Compliance and the Office of Diversity and Inclusion. The new division affords greater opportunities for collaboration between the two offices and other campus stakeholders. Dartmouth has adopted a new strategic plan that sets clear goals for achieving a more diverse and equitable campus and workplace and guides increased investment to ensure system-wide improvements.

The Director of Equal Opportunity reports to the Assistant Vice President of Equity and Compliance in the Division of Institutional Diversity and Equity. The Director of Equal Opportunity serves as a subject matter expert on the campus regarding issues of affirmative action, equal opportunity, and diversity, and will develop, implement, direct, and monitor affirmative action/equal opportunity employment programs in compliance with government regulations and Dartmouth's goals to support and enhance a diverse workforce. This position reviews and maintains the institutional discrimination and harassment policy and procedures, prepares EEO/Affirmative Action reports and plans, and monitors processes and procedures related to job searches. The Director of Equal Opportunity is responsible for implementing and monitoring a process for reports of bias, overseeing complaints of discrimination and harassment, and providing training and consultation on matters related to equity and affirmative action. The Director of Equal Opportunity serves as one of several entry points through which faculty, staff, students, alumni, and/or guests of the College seek information on equity related complaint processes and non-discrimination policies.

An advanced degree or the equivalent in education and experience is required, with a minimum of five years of progressive responsibility managing EEO/AA and diversity programs. Through their actions, interactions, and communications with others, candidates must demonstrate their commitment to diversity, inclusion, and cultural awareness. Knowledge of and ability to apply and monitor EEO/AA laws and civil rights regulations (including but not limited to Title VI, VII, IX, and ADA/Section 504) are essential. Candidates must be effective communicators and collaborators with a record of success in

training, reporting, and policy implementation on equity, compliance, and diversity issues. Data savvy, successful candidates will have a record of success in asking the right questions, assessing needs, and establishing priorities on affirmative action and related work. Candidates should demonstrate a commitment to building a responsive and accountable office. Excellent judgement and the ability to handle sensitive and confidential information is essential. Successful candidates will have experience in most of the areas of responsibility for this position: affirmative action/equal opportunity programming; hiring and recruitment consultation and guidance; compliance outreach and support; institutional equity collaboration; and compliance training and programming. Prior experience in all areas and with investigations is preferred.

Review of applications will begin February 17th, 2023 and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at [www.spelmanjohnson.com/open-positions](http://www.spelmanjohnson.com/open-positions). Nominations for this position may be emailed to Sharon Meagher at [smm@spelmanandjohnson.com](mailto:smm@spelmanandjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895 or email [info@spelmanjohnson.com](mailto:info@spelmanjohnson.com).

New Hampshire is a state that does not require public salary disclosure. For more information, please contact Sharon Meagher.

**Visit the Dartmouth College website at <http://dartmouth.edu>.**

*Dartmouth College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.*