

Position Announcement

Iowa State University Director of Equal Opportunity

Iowa State University, a place where adventurous minds are encouraged to accomplish amazing things, is classified as a Carnegie Foundation Doctoral/Research University-Extensive and ranked by U.S. News and World Report as one of the top public universities in the nation. More than 30,000 students are enrolled and are served by over 6,200 faculty and staff. Iowa State University is a global and culturally diverse university committed to providing an inclusive, equitable, and diverse environment for both learning and employment--diversity in experience and perspective is vital to advancing innovation, critical thinking, solving complex problems, and building an inclusive academic community. At Iowa State, these values are translated into action by seeking individuals who have experience working with diverse students, colleagues, and constituents. The university has an expectation that all employees will demonstrate a contribution to diversity and inclusion as embodied in Iowa State University's Principles of Community. A culturally diverse student body with students from all 50 states and more than 100 countries converge on one of the nation's most beautiful campuses. Big 12 Conference sports and a tradition of international cultural performances make campus life an adventure to remember. Iowa State is located in Ames, a community of 67,000 ranked as the number one "Best College Town in America" by 247WallSt.com and among the top 10 best places to live in America.

Reporting to the president, the director of equal opportunity will provide leadership to the university community in the areas of equal opportunity, compliance, and affirmative action. Interacting equally with students, staff, and faculty, the director will be integral to the development of policies relating to equal opportunity, affirmative action, and related compliance efforts. The director will also support diversity recruitment and retention initiatives across the institution and works in close collaboration with many offices across Iowa State, including but not limited to human resources, university counsel, provost, public safety, intercollegiate athletics, student affairs, and the office of diversity, equity and inclusion. The director of equal opportunity will be responsible for leading and managing all aspects of the equal opportunity and affirmative action programs at the university, including compliance with federal and state laws, executive orders, and university policies and procedures; overseeing the university's discrimination and harassment policy, which includes campus education as well as enforcement of the policy through complaint resolution, investigations, findings, and recommended corrective action or sanctions; compliance with affirmative action requirements, including the university's annual affirmative action plan; serving as the Title IX coordinator on campus to assure compliance with the law, regulations, and university policies; serving as the 504 coordinator on campus to assure compliance with the law, regulations, and university policies; participating in the development of university policies pertaining to equal opportunity and affirmative action, as well as diversity and inclusion; and directing the administrative and operational activities of the office of equal opportunity.

The successful candidate will possess a bachelor's degree and six years of related experience; or a master's degree and four years of related experience; or a PhD or other terminal degree and one year of related experience, unless otherwise specified in the position description. Experience working in equal opportunity in a higher education institution is preferred. The ideal candidate will have experience cooperating in the creation and delivery of educational programming, working with federal and state compliance agencies, and investigating and resolving complaints of discrimination and harassment.

Experience with report preparation and analysis, policy development and implementation, strategic planning, budget development and staff supervision are required. In addition, the ideal candidate will have experience working in a decentralized environment of similar size and complexity; a highly-collaborative management style; an interest in promoting a culture of openness and transparency; and experience with the cooperative creation and delivery of educational programming and training.

Review of applications will begin January 31, 2022 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. Nominations for this position may be emailed to Mark Hall at mah@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the Iowa State University website at www.iastate.edu

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected veteran status, and will not be discriminated against. This position serves at the pleasure of university administration and is exempt from certain P&S policies.