

SEARCH PROFILE:

ASSISTANT VICE PRESIDENT, OFFICE
OF EQUITY AND COMPLIANCE; TITLE IX
COORDINATOR AND DHR ADMINISTRATOR



CSUN®

CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

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California State University, Northridge (CSUN) seeks a leader to serve as the Assistant Vice President of the Office of Equity and Compliance; Title IX Coordinator and DHR Administrator in the thriving and diverse environment of greater Los Angeles.



CSUN'S COMMITMENT TO YOU

CSUN is committed to achieving excellence through teaching, scholarship, learning, and inclusion. Our values include a respect for all people, building partnerships with the community, and the encouragement of innovation, experimentation, and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work

in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

THE UNIVERSITY

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to more than 36,000 students annually and counts more than 400,000 alumni who fuel the region's economy. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and nearly 12,000 jobs each year. CSUN is a designated Minority-

Serving and Hispanic Serving Institution, ranking third in the nation in graduating Latino/a/x students. More than 70 percent of CSUN students are first-generation college students, and 60 percent come from historically underrepresented groups. *Money* magazine consistently ranks CSUN among the nation's "most transformative" colleges for putting diverse students on the path to higher career earnings.

CSUN SELECT RECOGNITIONS AND DISTINCTIONS

- *Excelencia* in Education awarded CSUN the prestigious Seal of *Excelencia*, a national certification that recognizes institutions that authentically and intentionally serve Latino/a/x students, to the benefit of all students.
- The *Wall Street Journal/College Pulse* 2024 Best Colleges in the U.S. ranked CSUN: #12 Best Public University nationally, #2 Best Public University in California, #20 Best for Student Experience nationally, and #5 Best for Social Mobility nationally.
- CSUN has been recognized as a top performer in the Association for the Advancement of Sustainability in Higher Education (AASHE) 2023 Sustainable Campus Index, moving into 4th place among master's institutions.
- *U.S. News & World Report* named CSUN the 25th best regional university in the West, and No. 11 best public school among regional universities in the West.
- *Washington Monthly* ranked CSUN fourth in the West among America's Best Bang for the Buck Colleges.
- CSUN has the largest enrollment of students who are Deaf and Hard of Hearing among mainstream universities in the nation.
- Hillel has named CSUN as one of the "Top 60 Public Universities by Jewish Population" and ranked the university #1 in California and #13 nationally among public schools with the largest Jewish populations.
- CSUN has awarded the third-most bachelor's degrees to Latino/a/x/Hispanic students in the nation, according to the National Center for Education Statistics.
- A *New York Times* interactive database of college rankings shows CSUN's transformational impact. According to the database, CSUN is #1 out of 293 public colleges nationwide for the economic diversity of its students. Among 883 public and private colleges nationwide, CSUN is #2 for economic diversity, 18th for economic mobility, and 21st for its low net price.
- The National Science Foundation ranked CSUN in the top 15 nationally among similar institutions (Carnegie Master's Colleges and Universities) for graduates who go on to earn research doctorates.
- CSUN is ranked #15 in the nation on CollegeNET's 2022 "Social Mobility Index," which measures the success rates of economically disadvantaged students graduating into well-paid jobs.
- CSUN scored 4.5 out of 5 stars on the Campus Pride Index.
- For the third straight year, in 2023 CSUN was designated a Fulbright HSI Leader from the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) for its noteworthy engagement with the Fulbright Program.
- The Association of College and University Educators (ACUE) honored CSUN as a Movement Maker for demonstrating an enduring commitment to the success of all students. The award was presented to the CSU — highlighting CSUN and Cal State LA — at ACUE's inaugural National Higher Education Conference in June 2023.
- The Arbor Day Foundation recognizes CSUN as an official Tree Campus USA for its commitment to effective urban forest management, a title the university has held for nine years.
- A team of 39 CSUN mechanical engineering students won multiple top-3 awards in a NASA program that asked schools with high populations of traditionally underrepresented students to design technology for a future mission to the moon.
- CSUN alumni have won Grammys, Oscars, Golden Globes and Emmys, and they work at all levels of the music and media industries. Seven CSUN alumni journalists are winners of the Pulitzer Prize, the highest journalism honor in the country.
- The long-running Assistive Technology Conference, sponsored by CSUN's Center on Disabilities, is recognized as the premier event in the field of technology for persons with disabilities.





CSUN STUDENT DEMOGRAPHICS (FALL 2022)

- **36,123 STUDENTS**
- **CSUN RACE/ETHNICITY**
 - American Indian/Alaskan Native: 0.1%
 - Asian American: 9.2%
 - African American: 4.7%
 - Latino/a/x: 55.4%
 - Pacific Islander: 0.1%
 - White: 20.6%
 - Multi-Race: 3.0%
 - International: 3.5%
 - Unknown: 3.3%

ACADEMIC AFFAIRS

CSUN's nine colleges offer 60 baccalaureate degrees, 41 master's degrees, 28 credentials in the field of education, and various opportunities in extended learning and other special programs. For more information about the units in Academic Affairs, click the links below.

- [Mike Curb College of Arts, Media, and Communication](#)
- [David Nazarian College of Business and Economics](#)
- [Michael D. Eisner College of Education](#)
- [College of Engineering & Computer Science](#)
- [College of Health & Human Development](#)
- [College of Science and Mathematics](#)
- [College of Social and Behavioral Sciences](#)
- [Tseng College of Graduate, International, and Midcareer Education](#)
- [University Library](#)



THE POSITION OF ASSISTANT VICE PRESIDENT OF THE OFFICE OF EQUITY AND COMPLIANCE

In alignment with our campus mission and as an ambassador of our values of justice, equity, diversity, inclusion and belonging, the Assistant Vice President of the Office of Equity and Compliance; Title IX Coordinator and DHR Administrator (Asst VP) is responsible for providing strategic and effective leadership in the administration of a comprehensive range of university services. The Asst VP promotes an equitable learning, living, and working environment while working to ensure a campus that is free of discrimination, harassment, and retaliation and is responsive to any concerns in these areas. The Asst VP exercises significant independence and discretion while remaining accountable to the internal contacts listed above. The Asst VP provides strategic leadership, consultation, and direction to achieve a holistic non-discrimination and inclusive

program that exceeds the fulfillment of basic regulatory and procedural requirements to one with emphasis on fulfilling the justice, equity, diversity, inclusion and belonging goals of the university.

The Asst VP has broad responsibilities with campus-wide impact, including leading the campus response to highly sensitive, complex matters requiring courage, integrity, confidentiality, and professionalism.

The Asst VP reports to the University President with a dotted line reporting to the Associate Vice President of Human Resources, who shall provide daily and operational administrative direction. Direct reports include the Director Equity and Compliance, Equity and Compliance Administrator, the Associate Director of Education and Prevention and an Administrative Assistant.

DUTIES AND RESPONSIBILITIES

- Demonstrate a deep and sustained commitment to justice, equity, diversity, inclusion, and belonging; and the ability to be a strong advocate for these values within higher education, particularly within a student-focused and minority-serving institution. As a leader, the Asst VP must demonstrate a commitment to student success that is mission aligned with the university's vision, values and priorities.
- Provide strategic guidance, advice and subject-matter expertise to senior administrators and other campus constituencies on issues related to justice, equity, diversity, inclusion and belonging.
- Demonstrate thought leadership, relationship-building, and partnership with stakeholders and leaders across campus in promoting justice, equity, diversity, inclusion and belonging. Is trustworthy and approachable, and strives to serve as a valued resource to the entire campus community.
- Serve as the campus Title IX Coordinator and the Discrimination, Harassment, and Retaliation (DHR) Administrator.

DUTIES AND RESPONSIBILITIES (CONT.)

- Guide the university's position and represent the university in matters involving civil rights compliance as well as enforcement and/or complaint investigations conducted by governmental regulatory agencies including the Equal Employment Opportunity Commission (EEOC), California Civil Rights Department (CRD), U.S. Department of Education Office of Civil Rights (OCR), Labor Commissioner, and the Bureau of State Auditor.
- Foster a culture and climate that promotes and supports a sustainable vision for compliance with Title IX (sexual misconduct, dating/domestic violence, stalking, other gender-based discrimination), DHR, and ADA and other civil rights laws, which will enhance a safe and respectful campus educational and working environment.
- Maintain a strong working knowledge of the current and emerging regulatory environment in higher education, as well as national and California-specific issues and trends as they relate to equal opportunity and Title IX regulations.
- Oversee and improve the process by which complaints are reported by students, faculty, staff, administrators and third parties and/or inquiries regarding their rights and responsibilities, including prompt, comprehensive and impartial intake, investigation, timely resolution of complaints and/or the implementation of interim and supportive measures in accordance with CSU Executive Orders relative to discrimination, harassment, retaliation and Title IX/California Education Code matters.
- Ensure the university's compliance with all CSU Executive Orders, federal and state recordkeeping requirements for reports of concerns, intake processes, investigations, hearings, determinations of responsibility, disciplinary sanctions, remedies, appeals, informal resolution outcomes, supportive measures, and materials used to train the office's staff, decision-makers, and facilitators of informal resolution.
- Create and oversee implementation of an enterprise-wide plan to raise campus awareness of the Office of Equity and Compliance and its scope, as well as a robust education program that promotes a culture of care and supports the prevention of discrimination, harassment, retaliation and Title IX matters.
- Oversee university-wide compliance with mandated trainings on topics under the jurisdiction of the Office of Equity and Compliance.
- To further the university's commitment to accountability, in conjunction with Human Resources, Faculty Affairs, and Student Conduct, ensure that appropriate remedies are initiated for investigations that have substantiated findings.
- Analyze trends, identify patterns, compile and monitor campus data/records pertaining to training, complaints, investigations, and findings relative to Title IX/DHR to assess effectiveness of campus efforts and make targeted and specific recommendations based on best practices and data, as appropriate.
- Oversee preparation and submission of the federally mandated Affirmative Action Plan and other regulatory reports to the Office of the Chancellor, university officials, and external agencies.
- Monitor procedures and ensure compliance with equal employment opportunity laws and regulations for recruitment and selection, including CSUN's hiring provisions contained within Section 600 and 700, [Academic Personnel Policies and Procedures](#).
- Provide professional leadership, supervision, and oversee the day-to-day operations of staff engaged in the work of the Office of Equity and Compliance, fostering an environment where employees are valued and able to thrive. Establish priorities, determine workload distribution, track projects, and monitor deadlines to achieve the timely and accurate completion of work in furtherance of the university's commitment to timely and thorough responses to reports of prohibited conduct. Conduct training activities for staff to maintain a high-level of functional skills and abilities. Evaluate performance and ensure compliance with the overall objectives and service quality standards of the unit.
- Establish an ethical and collegial work environment, promoting a collaborative, accountable and inclusive team. Encourage a courageous and resilient solution-oriented environment by participating in opportunities to further the mission of the university. Participate in developing initiatives that further support the campus mission with a service-oriented and catalytic mind set. Strengthen employees by being communicative and a talent builder who develops team attributes, furthering departmental goals.



DUTIES AND RESPONSIBILITIES (CONT.)

- Manage the department's budget in a manner consistent with budget authorization and the university mission and the stated goals of the department. Analyze and continuously improve the department's operational/financial procedures. Use technology and efficient practices to minimize unnecessary or duplicative expenditures.
- Implement personnel practices and decisions, including recruitment, selection, training, evaluation, personnel development and promotion, and accountability in a manner that attracts, develops, and retains a diverse and professional team.
- Contribute to and serve on various campus committees, boards and councils to advance justice, equity, diversity, inclusion and belonging efforts.
- Other duties as assigned.

QUALIFICATIONS

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution;
- Minimum two years of experience overseeing and leading a Title IX and/or DHR program in a higher education or comparable setting;
- Minimum four years experience working with civil rights investigations, including investigations involving allegations of discrimination, harassment, retaliation and/or allegations of sexual assault, and other forms of interpersonal violence. Must be able to coach and develop investigators and review the analysis of investigation and hearing panels;
- A strong record of commitment to and cultivation of equity, inclusion and student success and deep appreciation for the richly diverse student population that CSUN serves, as well as a commitment to a diverse workforce.

PREFERRED QUALIFICATIONS:

- Juris Doctor strongly preferred;
- Master's degree in Social Work, Gender Studies, Ethnic Studies, Psychology, Public Health, Higher Ed. Administration, Education and Educational Psychology, Human Resources or other closely related fields preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

- Possess expert knowledge of Title VI, Title VII, Title IX, CA FEHA, and other relevant federal and state laws, education code, regulations, and guidance;
- In-depth knowledge of effective practices for developing and implementing Title IX and DHR compliant protocols and processes for a large, public college or university, with experience in California preferred;
- Deep experience in overseeing civil rights investigations and evaluating investigation reports;
- Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituents;
- Experience with implementing a holistic and trauma-informed approach to the intake and initial assessment process; able to adapt, with empathy, to the changing needs of a complainant and respondent when offering and providing supportive measures;
- Demonstrated leadership, organizational, planning, and management skills along with previous experience supervising cross divisional and cross departmental teams;
- Ability to address stressful situations while maintaining composure and contribute to a collaborative environment utilizing exemplary communication and problem-solving skills;
- In addition to bringing procedural acumen on equal opportunity and Title IX /other education code requirements, as well as strong investigatory experience, this individual will bring strong management and leadership skills to the role;
- Will bring a demonstrated record of developing and supporting team members as well as working effectively across constituencies of students, faculty, staff, and senior leadership in higher education or comparable settings;
- Outstanding written and verbal skills and the ability to convey complex information and concepts in accessible terms;
- Outstanding interpersonal communication skills including diplomacy, inclusion, listening, and consensus building to inform the decision-making process;
- A high level of energy, focus and the capacity to effectively partner with executive leaders and key constituent groups of diverse backgrounds, including but not limited to university president, cabinet, deans, faculty, staff, and students;
- Demonstrated success in leading a team and the willingness to serve as a motivator and mentor to staff while achieving institutional goals.





GENERAL INFORMATION

General Information: CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. To learn more visit our Matadors Forward site: www.csun.edu/matadors-forward/faculty-and-staff-fall-guidelines.

Background check: This position is a sensitive position as designated by the CSU. A background check (including a criminal records check) must be completed satisfactorily. Failure to satisfactorily complete the background check may affect the status of candidates who apply for the position.

CANRA: The person holding this position will be considered a 'limited reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Conflict of Interest: This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

APPLICATION PROCESS

EFFECTIVE DATE OF APPOINTMENT:
Immediate.

HOW TO APPLY:

The university is being assisted by Academic Search. Applications should consist of a substantive cover letter, a curriculum vitae, and a list of five professional references with full contact information. No references will be contacted without the explicit permission of the candidate. Applications, nominations, and expressions of interest can be submitted electronically, and in confidence, to: CSUNAVPOEC@academicsearch.org.

The position is open until filled but only applications received by **Tuesday, July 30, 2024**, can be assured full consideration. Confidential discussions about this opportunity

may be arranged by contacting consultants Ann Hasselmo at Ann.Hasselmo@academicsearch.org and Chris Butler at Chris.Butler@academicsearch.org. The anticipated hiring range is \$200,000 to \$210,000 per year, dependent upon qualifications and experience. Further information about California State University Northridge is available at <http://csun.edu/>.

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, ancestry, religion, national origin, age, gender, gender identity/ expression, sexual orientation, genetic information, medical condition, marital status, covered military and veteran status, and disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services at 818-677-2101.

ABOUT ACADEMIC SEARCH

Academic Search is assisting California State University, Northridge in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

