



EMPLOYMENT OPPORTUNITY

Posting: April 26, 2022

Preference given to applications received by May 17, 2022

If you have questions regarding this position, please contact Joe Slavens at joeslavens@multnomah.edu.

Job Title: Associate Dean of Campus Life & Community Standards, Title IX Senior Coordinator

Reports To: Vice President for Student Life

Mission: *To provide interdepartmental, collaborative, culturally responsive, trauma-informed, redemptive leadership to Student Conduct, Title IX, Residence Life, and Commuter Life programs.*

Key Responsibilities:

Primary Student Conduct Officer and Administrator (40%)

- Oversee the management of all student conduct violation reports, determining appropriate level of follow-up as outlined in the University *Student Handbooks*
- Ensure the student conduct process is culturally competent, trauma-informed, redemptive in nature, consistent with the mission and values of the University, and appropriate for the offense
- Implement assessment protocol to facilitate continuous improvement of MU policies and practices

Leadership of Residence Life Programs and Housing Operations (25%)

- Supervise Resident Director (RD) staff to include weekly meetings, assistance in workload management, guidance in Resident Assistant (RA) program, professional development, accountability, and support
- Set expectations for residential programming and provide accountability for RDs to meet annual standards in conjunction with their respective RA teams
- Ensure adequate assessment of all programs and student needs for regular and ongoing improvements
- Implement annual staff and living area evaluation processes
- Assist RDs/Housing staff during regular office hours and by phone after hours in the event of an emergency
- Supervise the management of all operations pertaining to Residence Life, including the emergency on-call process, web presence, budget, and personnel needs (including hiring, selection, and training processes)
- Maintain a positive and collaborative relationship with the Business Office regarding housing and meal plan rate setting, billing logistics, and any other pertinent work
- Maintain a positive and collaborative relationship with Campus Support Services, ensuring a partnership that meets the needs of students and the University
- Supervise the housing application submission and placement processes
- Chair the Housing Exemptions Committee
- Track semester occupancy for campus residences, providing relevant housing data/statistics
- Ensure housing policies are communicated consistently to the student body
- Partner with the Admissions and Marketing Departments to ensure timely and accurate housing information is published for prospective and current students
- Support the oversight of all summer housing operations, residential logistics, and programming needs

Participate on the Student Life Team (20%)

- Collaborate with the VP of Student Life and other Student Life staff to provide department policy approval, contribute to department goal setting, assessment, strategic initiatives, and team development
- Collaborate interdepartmentally on complex student issues, ensuring care and accurate information is provided to students and stakeholders
- Attend all Student Life Department meetings, as well as individual meetings
- Serve as a member of the University Care Team and other University committees as assigned

Chair the Title IX Team (10%)

- Serve as Senior Title IX Coordinator
- Maintain up to date records pertaining to Title IX complaints and cases
- Lead Quarterly Title IX Team Meetings to assess and review TIX effectiveness at MU
- Keep MU in compliance with all State and Federal Title IX regulations
- Plan and lead regular trainings related to TIX with University employees and students
- Work alongside the Counseling Center Director in educational events related to VAWA, TIX, and Sexual Assault Awareness Month

Assume responsibility for the leadership of Commuter Life Programs (5%)

- Support direct reports assisting in workload management, professional development, and accountability
- Set expectations for student activities, events, and programming and provide accountability for direct reports to meet annual standards in conjunction with their respective portfolios
- Analyze student needs and develop programming to provide support and appropriate resources
- Supervise the management of all operations pertaining to Commuter Life, including web presence, budget, and personnel needs (including hiring, selection, and training processes)

Qualifications:

Job-specific Requirements:

- Knowledge of and commitment to the ministry and mission of Multnomah University
- Master's Degree in a related field or in process
- 2-4 years professional experience in relevant field
- General knowledge of legal issues in higher education
- Proficiency in Microsoft Office Applications, or other relevant technological literacy
- Demonstrated commitment to diversity and inclusion
- Excellent skills in the following areas:
 - interdepartmental collaboration; consensus building
 - social perception and facilitating belonging
 - active listening, writing, speaking; oral and written comprehension and expression
 - originality, fluency of ideas; problem sensitivity and identification
 - service orientation; planning and implementation

Preferred Qualifications

- Master's degree in Higher Education Administration, Student Affairs, or a related field
- Experience in and up-to-date knowledge of Title IX
- Experience implementing diversity, equity, and inclusion initiatives in higher education
- Professional experience in university Conduct, TIX, Residence Life, and/or Commuter Life

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.
A generous Employee Tuition Grant is available after 1 year of employment.**

To Apply, find the application link here: www.Multnomah.edu/Careers

If you have questions regarding this position, please contact Joe Slavens at joeslavens@multnomah.edu.

MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU
