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St. Mary's University of Minnesota

Vice President for Inclusion &
Human Dignity

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POSITION BRIEF

POSITION: Vice President for Inclusion & Human Dignity

ORGANIZATION: St. Mary's University of Minnesota

REPORTS TO: President

LOCATION: Twin Cities or Winona, MN

SUMMARY:

Reporting to the President and a member of the President's cabinet, the Vice President for Inclusion and Human Dignity leads the development of a vision and effective strategy that champions the importance and value of a respectful and inclusive university environment, with specific emphasis on the core Lasallian principles of inclusive community and respect for all persons. Focusing on compliance, advocacy, and education, the role engages faculty, staff and students to build a welcoming culture of hospitality, and also assesses potential barriers and develops strategies focused on recruiting and retaining a diverse workforce. The position additionally designs training initiatives on topics of cultural awareness, gender complementarity, disability, sexual harassment, sexual misconduct, and other related themes, and oversees compliance with Affirmative Action, Equal Employment Opportunity, Americans with Disabilities Act, and other applicable statutes and requirements, including serving as the university's Title IX Coordinator.

JOB RESPONSIBILITIES:

- Plans, guides and advises the President and cabinet on human dignity, character formation, equity, and affirmative action matters.
- Leads the development and implementation of proactive culture, equity and inclusion initiatives based in Catholic Social Teaching.
- Collaborates across the university to create, implement and monitor programs designed to ensure just treatment of students, faculty and staff.
- Serves as advisor and resource person for faculty and staff in the areas of human dignity, inclusion, equity and areas that pertain to discrimination, harassment, or sexual misconduct.
- Serves as a referral person to outside agencies in the areas of Equal Employment Opportunity and Affirmative Action and other external parties and communities as well as promoting the civic engagement of the university.
- Consults with human resources professionals in the areas of hiring, evaluation, training, administering corrective action, and dismissing staff as needed.
- Collaborates with university staff with regard to EEO investigations, discrimination and harassment complaints filed by students, faculty, staff and administrators, evaluating and maintaining documentation for confidential files, advising appropriate action, conducting mediation, and reporting on investigatory findings and case dispositions.
- Promotes human dignity and inclusion through interaction with individuals and agencies inside and outside the college including the Board of Trustees, cabinet, faculty, staff, students, community leaders from all ethno-cultural groups, civic and grass-root organizations, attorneys, political figures, and federal, state and local government enforcement authorities.
- Represents the university in regional and local associations, civic clubs, ethno-cultural and non-profit organizations' boards.



- Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet federal and state requirements, including creating workforce analysis reports.
- Communicates and articulates Equal Employment Opportunity and Affirmative Action policy for the university, public, governmental enforcing agencies, political and community group leaders and grass-root organizations.
- Works with human resources to develop recruitment strategies that attract underrepresented applicants. Participates in and advises on the university's recruitment and retention of underrepresented groups, by monitoring, evaluating, and assessing adequacy of all varieties of diversity of candidates in the hiring and screening process.
- Serves as the university's Title IX Coordinator by overseeing the university's compliance and educational efforts with regards to Title IX of the Higher Education Act of 1964 as amended in 1972, as well as other laws and rules related to sexual harassment, sexual misconduct, gender and interpersonal violence, sexual assault, and related policy violations on campus. The Title IX Coordinator fosters a safe and supportive environment that is conducive to academic pursuits and the healthy personal development of all persons. The Title IX Coordinator develops and implements educational programs regarding discrimination and sexual harassment prevention, ensuring faculty, staff, and students understand their rights and, where applicable, responsibilities under the law. This role oversees and coordinates investigations, responses, and resolutions to complaints, and collaborates with campus entities and university leadership to identify and address systemic problems.
- Manages the department budget, including developing budget proposals, justifying expenses and monitoring expenditures.
- Provides to the President and cabinet analysis of legislation and regulations related to equity and affirmative action.

ESSENTIAL SKILLS AND FUNCTIONS:

- Strategic visioning and coalition building skills
- Expert strategic planning, program development, and project management skills
- Expert level of multicultural literacy and cross-cultural awareness and communication skills
- Intercultural empathy, meaning the ability to empathize with another worldview allowing for an extension of beliefs and behaviors
- Emotional intelligence and learning agility
- Data analysis, measurement and reporting skills
- Strong change management orientation, with bias for action and results

EXPERIENCE AND EDUCATION REQUIREMENTS:

- A Master's degree is required. A doctorate or other terminal degree is preferred.
- Experience working in an affirmative action and/or EEO compliance function involving similar duties and accountabilities, preferably in Catholic higher education.
- Knowledge of and functional expertise with the 1964 Civil Rights Act, the 1991 Civil Rights Act, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Affirmative Action, Equal Employment Opportunity, and other applicable laws.
- Knowledge of training, conflict resolution and mediation methods.
- Experience with and/or active support of the Catholic Intellectual Tradition and Catholic Social Thought with regard to issues of inclusion, equity, and diversity.
- Candidates from Lasallian Catholic institutions of higher ed or practicing Catholics are preferred.



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If you have the qualifications outlined here, please submit your résumé for confidential consideration to Mary Colette Bolaños at marycolette@handandassociates.com.