



Title IX Coordinator & Non-discrimination Officer

Leadership Profile

September 2021



Title IX Coordinator & Non-Discrimination Officer

Macalester College invites applications for our Title IX Coordinator & Non-discrimination Officer (Coordinator). This role, reporting to our Vice President, Diversity, Equity & Inclusion, will ensure that the college is at the forefront of creating a healthy working, living and learning environment for all community members. The role will provide leadership for and work with administrators, faculty, students, and staff on responsibilities related to sexual violence, harassment, and discrimination.

INSTITUTIONAL OVERVIEW

Since its founding in 1874, Macalester has provided students with the inspiration, insight, and experience to become successful and ethical leaders. The educational experience at Macalester supports the development of individuals who make informed judgments and interpretations of the broader world around them and choose actions or beliefs for which they are willing to be held accountable. Preparing students for engaged citizenship and effective civic leadership is a critical part of Macalester's mission. Students develop the ability to seek and use knowledge and experience in contexts that challenge and inform their suppositions about the world.

Located in St. Paul, Minnesota, Macalester currently enrolls 2,174 students who come from 50 U.S. states, D.C., Guam, Puerto Rico, and 75+ countries. Macalester is committed to being a preeminent liberal arts college known for its high standards of scholarship and its special emphasis on internationalism, multiculturalism, and service to society. The college has a long history of providing a transformative learning experience through intense and integrated intellectual and civic engagement and Macalester students are a diverse and deeply engaged group, both intellectually and socially. Twenty-four percent of Macalester's student body are international students and thirty-one percent are U.S. students of color. The college provides financial aid to an average of 70% of its students with a commitment to meeting the full financial need of its admitted students. Macalester students can choose from a wide range of classes, which are typically small in size. The average class size is 17 with a student-faculty ratio of 10:1.

Macalester is proud of its longstanding commitment to [multiculturalism](#) and social justice and to creating a safe environment for all people regardless of sexual orientation, race, ethnicity, national origin, gender, religion, age, or ability. For nearly 50 years, multiculturalism has been a core value along with internationalism and service to community. This commitment is integrated into the curriculum, with graduation requirements in multiculturalism and internationalism, as well as in quantitative skills, writing, and foreign language proficiency (in addition to general distribution requirements).

Ninety-six percent of students volunteer in the Twin Cities before they graduate, and in any given year, more than 60% of the student body is engaged in community service through a community-based course, applied research, off-campus work-study, community service, or civic leadership program. The majority of incoming Macalester students believe that helping promote racial understanding is very important or essential to them. Approximately 60% of Macalester 2019 graduates studied abroad for academic credit in approximately 48-60 countries.

On campus, students participate in more than 120 clubs and organizations, nine men's and ten women's Division III athletic teams, and 13 club sports. Macalester fosters spiritual growth amongst a campus community of many religions and provides a wide variety of religious offerings. Twenty-six student

organizations promote diversity, including gender, religion, gender identity, sexual orientation, national origin, and race/ethnicity. In addition, Best Colleges.com, College Pride, and College Choice recognize Macalester College as one of the top Best Colleges for LGBTQ students.

The power of a Macalester education is clear from the achievements of alumni. In the past 10 years graduates were Fulbright-Hays award recipients, National Science Foundation Fellows, Watson Fellows, Rhodes Scholars, Goldwater Scholars, Truman Scholars, and Mellon Mays Undergraduate Fellows, a program that annually prepares 10 outstanding Macalester students of color for careers in academia. Sixty-one percent of Macalester alumni pursue advanced degrees within six years of graduation. Alumni of Macalester, which include former United Nations Secretary General Kofi Annan and former Vice President and Senator Walter Mondale, embody the college's academic excellence, commitment to social justice, and service to the world.

Macalester is consistently ranked by US News as one of the top 30 liberal arts colleges in the country. Ninety-four percent of Macalester's 188 full-time faculty members hold a doctorate or the highest degree in their field. Twenty-nine percent are U.S. citizens or international citizens of color. The college has a longstanding tradition of supporting interdisciplinary studies and team-teaching.

TITLE IX & NON-DISCRIMINATION OFFICE AND POSITION

This position plays a vital role in leading efforts across all divisions of the college to ensure compliance with statutory and regulatory requirements as it relates to Title IX and non-discrimination laws and regulations. This individual will work collaboratively and proactively with campus partners to ensure the campus climate, both in and out of the classroom, is an inclusive, equitable, safe, and welcoming learning, living, and working environment for students, staff, and faculty.

Macalester College has dedicated significant resources to building and training a Title IX Team that includes appointed staff and faculty members who have a shared responsibility for consulting with and supporting the Coordinator and may serve as the Coordinator's designee. Two specific groups working closely with this role are the Title IX Deputies and our Bias Education and Response Team (BERT). Members of these teams are called upon primarily to assist with intake and support measures related to disclosures of sexual misconduct, discrimination, or harassment. To further facilitate the overall success of this important work, the role of Title IX Coordinator & Non-discrimination Officer has oversight authority of all team members engaged in this work. In addition, Macalester has been awarded a Department of Justice Violence Against Women Grant for the 2021-2024 cycle, with a focus on enhancing external partnerships across the Twin Cities, including offering professional advocacy services on campus.

In this role, the Coordinator will have the opportunity to interact with highly engaged faculty, staff and student populations who are involved in frequent discussions around gender and social equality at large. A newly-formed student advisory committee will be another positive resource for the Coordinator. The Coordinator will need to be empathetic, fair and professional, with the ability to offer guidance and resources. Additional emphasis is placed on ensuring the process for formal complaints is understood and that the education of the community remains a priority at all times. In particular, a focus on making policies more readable and relatable is key. The Coordinator will also need to speak to the importance of the Title IX work and look to build relationships to ensure Macalester is a leader on the issue.

ROLE AND RESPONSIBILITIES

- Develop, deliver, and oversee college-wide Title IX and non-discrimination training and preventive programming for college leadership, faculty and staff.
- Coordinate and ensure the timely completion of the College's response and investigation of reports and complaints of sexual violence (including sexual harassment, gender-based harassment, sexual assault, stalking, intimate partner violence, and domestic violence) and discrimination.
- Provide vision and leadership around Title IX and discrimination related issues, emphasizing compliance and education as the key priorities. Work to ensure an inclusive, equitable, safe, and welcoming learning, living, and working environment.
- Ensure periodic review and assessment of campus climate and culture.
- Oversee the College's centralized review, investigation, and resolution of reports of sexual misconduct and discrimination.
- Oversee training for individuals involved in the reporting, investigating, and adjudication of sexual misconduct.
- Oversee handling of all Title IX reports, discrimination complaints (including 504 concerns), and compliance with procedures and process of the College's Title IX and Sexual Misconduct Policy and Nondiscrimination Policy. Identify and assess any patterns or systemic problems revealed by reports and complaints and ensure accurate recordkeeping and reporting.
- Appoint and supervise Deputy Title IX coordinators, Title IX team members, and Sexual Assault and Harassment Support Team members.
- Along with the Director of Health Promotion and Sexual Respect, co-lead the Title IX Advisory Group, comprised of students, staff, and faculty.
- Partner with the Director of Health Promotion and Sexual Respect, who oversees sexual violence prevention programming and outreach for students.
- Provide assistance to any college community member regarding how to report and respond to complaints of sexual violence and discrimination.
- Monitor policies and procedures to be in full compliance with federal and state statutory and regulatory requirements, timelines, and procedures, as well as reflective of Macalester's values and culture.

DESIRED QUALIFICATIONS AND CHARACTERISTICS

The Title IX Coordinator & Non-discrimination Officer will be a trusted, experienced, empathetic leader who has a deep understanding of diversity, equity and inclusion, race and gender dynamics, and demonstrated experience in training and translating how to apply these concepts in a college environment. A compassionate nature, listening skills, fairness, resilience, and the ability to build trust and work collaboratively with students, faculty, and staff are integral to this role. In addition to the skills listed above, it will be equally important for the candidate to have expertise with issues related to gender-based violence and have the ability to interpret state and federal equal opportunity, non-discrimination, and Title IX laws and regulations.

Successful candidates will have significant experience with Title IX and other highly-related initiatives in a comparably complex environment. The Coordinator will have strong interpersonal skills that empathically reflect a trauma-informed approach (an evidence-based understanding of trauma and its impacts), as well as an exceptional ability to build trust with students and other constituencies. A Bachelor's degree is a minimum requirement, with an advanced degree being highly preferred.

Candidates should have excellent and timely communication skills, both verbal and written, and well-developed interpersonal skills, with the impeccable integrity and compassion to deal with highly sensitive and confidential information. Effective project management and analytical skills and the ability to act independently, take initiative and exercise sound judgment will be integral to the success of the role.

LOCATION

Macalester is centrally located in a residential neighborhood of the [Twin Cities](#) of Minnesota, the 15th largest metropolitan area in the country with more than 3.5 million residents. Just minutes from both downtown St. Paul and Minneapolis, Macalester is a short drive away from the Minneapolis–St. Paul International Airport with non-stop flights to destinations across the country and around the world. The Twin Cities offer a remarkable quality of life, replete with outstanding restaurants, theaters, sports, and other cultural attractions. Minneapolis-St. Paul receives praise for its exceptional urban planning and affordability. The Green Guide ranks Minnesota 4th in the nation as a sustainable state.

The Twin Cities community has long been noted for its tremendous spirit of civic cooperation. Private corporations and foundations often join with government and community organizations to improve and expand the resources available to the community. There are over 58 professional and community live-performance theaters, including the Guthrie Theatre (the largest regional playhouse in the country) and the Penumbra Theatre (one of the country's oldest African-American theater companies). Included in the area's 30 museums are [Mia](#) (Minneapolis Institute of Art) and the [Walker Institute](#), along with many other arts organizations that reflect the area's ethnic diversity that include its nationally acclaimed music scene, restaurants, movie theaters, and botanical and zoological gardens.

The Twin Cities has earned commendation as one of America's most [bike-friendly cities](#); the seven-county metropolitan area boasts one of the most extensive regional parks and trail systems in the country.

The metro area hosts several professional sports teams including the Minnesota Twins baseball team, the Vikings football team, the Timberwolves and Lynx basketball teams, the Minnesota Wild hockey team, and the Minnesota United FC soccer team.

Home to more than 20 colleges and universities, the Twin Cities rank 4th as a college destination; only Boston/Cambridge, D.C. and the San Francisco Bay area rank higher. Macalester's staff and faculty interact regularly with colleagues across these Twin Cities institutions, including the University of Minnesota, Hamline University, the University of St. Thomas, the Minneapolis College of Art and Design, St. Catherine University, and Augsburg College, as well as with St. Olaf College and Carleton College, just south of the Twin Cities.

National surveys consistently pick Minnesota as an ideal place to raise a family, offering excellent schools, health care, and employment opportunities. Minnesota's educational system is a national model. The state's public school open enrollment program allows students to enroll in schools outside their district. Minneapolis/Saint Paul was ranked:

- As the fourth best city for families by *Parenting Magazine* based on great schools, affordable homes, low crime rates, plenty of jobs, and lots of public green space;
- Eleventh in Forbes magazine's list of the Top 20 Cities for Working Mothers;
- The fourth best market in the country for quality hospital care, according to HealthGrades survey; and

- Among the top in many “Best” lists including Inc. Magazine’s “Best Places to Start and Grow a Company,” Money Magazine’s “Best Places to Live” and author Sandra Gurvis’ “30 Great Cities to Start Out In.”

Minneapolis is the third-most literate city in the nation, behind only Washington, D.C. and Seattle, according to an annual study by Central Connecticut State University. The Twin Cities have a sizeable and growing African-American community, the country’s largest urban population of Native Americans, a thriving Asian-American community (including the country’s fastest-growing, and largest urban, Hmong population), a vibrant immigrant community from Somalia, and a significant Chicano/Latino population.

ADDITIONAL INFORMATION:

Macalester College requires vaccination with the COVID-19 vaccine. Appropriate accommodations are available upon request through our Human Resources Department. Additionally:

Macalester is dedicated to the goal of building a culturally diverse and pluralistic staff committed to working in a multicultural environment and strongly encourages applications from everyone who would add richness to our community, including people of color, individuals with disabilities, veterans and women.

For more information and submission of credentials for consideration, please visit the Macalester College website by following [this link](#)