

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Diversity Compliance Officer: Full-time

SUMMARY: The Diversity Compliance Officer oversees the Corporate Compliance Program, including Title IX, 504, Enterprise Risk Management, and Diversity & Inclusion. This position functions as an independent and objective body that reviews and evaluates compliance issues/concerns within the university. The position ensures the university is in compliance with the rules and regulations of regulatory agencies, policies and procedures are being followed, and that behavior in the university meets the Standards of Conduct.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Oversees the prompt investigation of complaints alleging sexual harassment; reviews findings as to whether sexual harassment occurred; reviews proposed remedies (including interim measures) necessary to address the sexual harassment, eliminate any hostile environment, and prevent its reoccurrence; and serves as consultant to any disciplinary hearing panel where sexual harassment has been determined to have occurred to ensure the University's compliance with Title IX.
- Coordinates college programs to assure compliance with the American with Disability Act (ADA), Section 501 and 504 of the Rehabilitation Act of 1973, and federal and state laws and regulations pertaining to persons with disabilities.

- Meets and communicates regularly with the designated Title IX Deputy Coordinators in Student Affairs and Human Resources, to ensure the prompt, fair, and impartial resolution of complaints. The Title IX Coordinator retains oversight of any delegated responsibilities and ensures there are no conflicts of interest with regard to the Deputy Coordinators' primary job duties.
- Will address any patterns or systematic problems that arise during the review of such complaints and assess overall efficacy of coordination and of overall response by the University to sexual misconduct, including the implementation and efficacy of interim measures taken to protect the parties during the grievance process, steps taken to stop sex discrimination/harassment found to have occurred and prevent its recurrence, eliminate any hostile environment that has been created for students, and steps taken to remedy its discriminatory effects on the complainant and others, as appropriate.
- Responsible for developing and implementing Enterprise Risk Management, identifying and developing strategies to minimize the impact of risk.
- Reduce cost and improve safety by executing new ideas and strategic plans that will result in reducing loss and protect the universities resources.
- Lead and direct the universities Safety program and initiatives.
- Provide guidance regarding established university-wide compliance program, policies and procedures to ensure adherence to applicable laws, regulations, and other governmental requirements as appropriate.
- Assist in the development of compliance related policies and procedures as needed
- Coordinate and track responses to complaints; and analyze complaint trends
- Compose written reports summarizing compliance findings, conclusions and recommendations
- Assist in implementation of new and revised regulations
- Serve as an organizational leader and skilled communicator who can build strong partnerships; inspire and facilitate collaboration; and advise and support faculty, staff, and students regarding the College's commitment to a diverse and inclusive learning and work environment.
- Guide and chronicle the development and administration of a Diversity Strategic Plan, including diversity and equity-related initiatives and programs;

- Provide counsel, vision, and leadership to the Logan community in areas of diversity, inclusion, positive campus culture, and organizational change and work with members of the senior team to prioritize, operationalize, and update the Diversity Strategic Plan;
- Use data to inform and influence strategic planning and decision-making;
- Measure campus climate and use results to drive strategic planning;
- Play a critical role in engaging the Logan community in dialogue that results in understanding, respect, and inclusion, as well as keeping informed of the needs and climate of the College;
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid and deal with similar situations in the future.
- Position requires travel for company business, client functions, and professional development.

COMPETENCIES: To perform the job successfully, an individual should have excellent communication, presentation and public relation skills. Must be flexible, have a positive attitude and be willing to fully participate in a team “problem-solving” approach.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree; Master's desired, with three to five years related experience and/or training. Must have a high level of language skills. Must have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Proficient in MS Office Word & Excel.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is regularly required to sit, and is required to stand; walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is generally characteristic of a normal office environment. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

NOTE:

This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.