



## Equal Opportunity & Title IX Coordinator

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### POSITION SPECIFICATIONS

#### CONFIDENTIAL CLIENT

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A student-centered, research-driven institution focused on applying academic rigor to real-world challenges. The university emphasizes a blend of hands-on learning, close faculty collaboration, and interdisciplinary thinking, all aimed at preparing students to become effective problem-solvers and leaders. Its mission integrates teaching, research, and service, while its vision highlights developing graduates who can engage globally and lead meaningful, impactful lives.

#### POSITION AND RESPONSIBILITIES

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Reporting to the Provost, the **Equal Opportunity & Title IX Coordinator** leads the University's efforts to prevent and respond to discrimination based on protected characteristics by collaborating with key campus partners. The position develops policies and reporting protocols, oversees investigations and complaint resolution, manages bias response, and coordinates corrective actions across departments. It also ensures institutional compliance with equal opportunity laws and promotes equitable practices across programs, employment, and contracting.

#### Key Responsibilities

- Provide strategic leadership and oversight of the University's Title VI and Title IX compliance functions within a decentralized environment, ensuring effective coordination, accountability, and alignment across all relevant offices.
- Direct the institutional response to all reports of discrimination and harassment, including overseeing investigations, reviewing and approving investigative reports, outcome letters, and informal resolution agreements, and ensuring timely, equitable resolution of all cases.
- Champion and advance a safe, inclusive, and equitable campus climate by clearly communicating expectations, policies, and institutional commitments to all constituents.

- Drive continuous improvement and accountability in compliance efforts by tracking and managing all Title VI and Title IX-related incidents, monitoring performance in collaboration with campus partners, implementing process enhancements, and producing comprehensive annual reports on case volume, resolution timelines, outcomes, and demographic trends.
- Maintain knowledge and awareness of current non-discrimination laws, regulations, guidance and best practices.
- Track, monitor and manage incidents regarding non-discrimination laws to ensure an efficient and effective response to complaints.
- Collaborate with Human Resources, the Office of Inclusive Excellence and Belonging, Student Affairs and Athletics on related training.

## EDUCATION AND EXPERIENCE

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- Master's Degree required.
  - Doctoral Degree in Public Policy or a Juris Doctor preferred.
- 3-5 years of work-related experience.
- 3+ years of employment in an equal opportunity management position.
- Equal Opportunity experience in higher education is strongly preferred.

## LOCATION

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Geographically, this position will be located in Bethlehem, PA. This is an in-office position.

Bethlehem blends rich history with everyday livability. Founded in the 1700s, it's known for its preserved colonial architecture, cobblestone streets, and deep Moravian roots. Around the holidays, it earns its nickname "Christmas City, USA," with markets and decorations that give it a unique, festive atmosphere.

Bethlehem has a surprisingly lively cultural scene for its size. The SteelStacks campus—built on the former Bethlehem Steel site—hosts concerts, festivals, and events year-round. Musikfest, one of the largest free music festivals in the U.S., draws huge crowds every summer.



Located in the Lehigh Valley, Bethlehem sits within a few hours' drive of major hubs like New York City, Philadelphia, and even Washington. This makes it appealing for commuters, remote

workers, or anyone who wants proximity to big-city opportunities without the daily chaos. Compared to major Northeast cities like New York City or Philadelphia, Bethlehem offers a lower cost of living—especially for housing—while still providing access to urban amenities.

Nature is easy to access, with trails, parks, and waterways like the Lehigh River and Monocacy Creek. Whether it's biking, walking, or seasonal foliage, Bethlehem offers a good balance of urban and outdoor living.



## APPLICATION PROCESS

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CBIZ Talent Solutions, a search firm, is assisting our client with this important search. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## NON-DISCRIMINATION

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Our client and CBIZ Talent Solutions firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

**CBIZ TALENT SOLUTIONS**  
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