Job Title
Equity, Diversity, and Inclusion Specialist

Classification
Exempt (Salary)

Department
Human Resources

Hours Per Week
Full-time

Salary
Commensurate with experience

Available
Immediately

Position Summary
The Equity, Diversity, and Inclusion Specialist develops implements, and monitors programs that promote diversity Walla Walla University employees in collaboration with the Assistant to the President for Diversity. This role is responsible for developing training and initiatives for Walla Walla University employees to create and foster an open and inclusive environment. The Equity, Diversity, and Inclusion Specialist also ensures the organization follows appropriate legislation and employment law regulations as well as investigates claims of discrimination and/or harassment lodged by students, employees, faculty and others associated with the college.

Qualifications
- **Education:** Bachelor’s degree in social science, business, human resources, or related field and 2 or more years of experience in the investigation of EEO, ADA, affirmative action or employment related complaints and mediating conflict.
- Relevant experience may substitute for the degree requirement on a year-for-year basis. Experience working in a higher education environment and with a diverse population of students and staff is preferred.
- **Licenses/Certifications:** PHR or SHRM-CP preferred
- **Experience/Skills**
  - **Years of experience:** 2 years minimum

Knowledge of:
- Affirmative action, equal employment opportunity, the Americans with Disabilities Act, Title IX, and other applicable civil rights and employment laws, regulations and court decisions.
- Equal employment and affirmative action investigations, including interview methods and techniques.
- Research methods and data analysis techniques.

Demonstrated Skill in:
- Organization, synthesis and analysis of varied and complex information and problems.
- Effective oral and written communication of policies, procedures, and legal concepts.
- Negotiation, problem-solving, analytical, mediation, and conflict resolution.
- Working with diverse academic, cultural and ethnic backgrounds of college students and staff.
- Utilizing computer technology used for communication, data gathering and reporting.

Demonstrated Ability to:
- Conduct, plan, organize and lead investigations, facilitations, and preparation of
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*Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to upload your cover letter and resume.* |
| Questions       | Human Resources: [509-527-2820](tel:+15095272820) or email: [employment@wallawalla.edu](mailto:employment@wallawalla.edu) |