**Updated Description**

CSU East Bay Faculty/Staff Ombudsperson

*This is an internal posting open to all CSU East Bay Faculty Unit 3 employees*

Reporting to the University Diversity Officer, this position serves as the University Faculty/Staff Ombudsperson for all employees at Cal State East Bay. The primary function of the Faculty/Staff Ombudsperson is to provide independent, confidential, and informal support to members of the campus community. This support may take the form of active listening to those who feel they have been harmed or treated unfairly, helping members of the community to clarify issues, acting as a facilitator and/or mediator to resolve conflicts. Confidentiality will be provided to the extent allowed by federal and state laws. For example, California law mandates that the Ombudsperson report sexual discrimination, harassment, and violence incidents to the Title IX Coordinator.

The Faculty/Staff Ombudsperson is a neutral advisor for fairness who can assist in the resolution of concerns and critical situations but does not replace the University’s existing policies and resources for conflict and dispute resolution, including dispute resolution requirements in relevant collective bargaining agreements.

In addition, the Faculty/Staff Ombudsperson will maintain confidential records and statistical data for the purpose of identifying trends; recommending changes to existing policies or development of new policies; and, upon request, issuing reports via the Office of University Diversity to the President’s cabinet.

**Qualifications:**

- Master's degree in a related field plus five years of progressively responsible work experience or an equivalent combination of education and experience (PhD in related field, or J.D preferred);
- Possess a broad educational perspective and an appreciation of the unique and common needs of the CSUEB community as well as a keen understanding of its structure, policies and practices.
- Thorough understanding of what leads to conflict, the nature of conflict, and the methods for resolution;
- Advanced knowledge and demonstrated experience in mediation, negotiation, and conflict resolution practices, and knowledge of restorative justice;
- Demonstrated leadership experience in multicultural affairs or related areas and experience with assessment and development of diversity and inclusiveness efforts;
- Proven leadership and experience working with diverse cultures and backgrounds;
- Demonstrated knowledge of professional standards, codes of ethics, procedures, and principles and techniques for Ombudspersons;
- A deep understanding of diversity and cultural differences and experience working with members of underrepresented groups and subgroups (e.g., women; people of color; international faculty, students, and staff; and, gay, lesbian, bisexual, transgender faculty, students, and staff).
Duties and Responsibilities:

- Provides independent, neutral, informal, and confidential space for faculty, staff, and administrators to address concerns that may arise at the University;
- Works closely with the Title IX officer; knows and understands University Title IX policy and procedures; receives appropriate training on all sexual discrimination, harassment and violence policies, practices, and prevention efforts; keeps current with all relevant Executive Orders and policies from the Chancellor’s office; and, when appropriate, makes referrals to the Title IX Coordinator and Chief Investigator;
- Performs outreach to constituencies on campus, informing them of the services provided by the Faculty/Staff Ombudsperson.
- Works to develop a high profile on campus by participating in campus activities and developing and maintaining a welcoming “one stop shop” website with active links to the Title IX Coordinator, Office of Investigations, UPD, Office of Diversity, Diversity Center, and other appropriate centers, and training opportunities;
- Compiles anonymous trend data and composes statistical and narrative reports; identifies trends and inconsistencies with, or potential issues existing with current policies, procedures and practices by using empirical and statistical data.

Assignment:

This is a special consultancy of approximately five hours per week for the Winter-Summer quarters, with the possibility of renewal for Academic Year 2016-2017.

Application Process:

Interested applicants should submit a letter of interest and vita by January 8, 2016 to The Office of University Diversity (dwyla.jourdan@csueastbay.edu).