



Senior Director

HR Compliance and Community Engagement

POSITION:	Senior Director for HR Compliance and Community Engagement
SUPERVISOR:	Vice President for Human Resources and The Center for Intercultural Excellence
DEPARTMENT:	Office of Human Resources
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full-time

General Job Description:

The Senior Director for HR Compliance and Community Engagement leads University efforts around CCU (Celebrating Cultural Uniqueness) and leads the work through the Center for Intercultural Excellence with the design and delivery of strategic initiatives and development experiences.

This role will work closely with other administrative offices, legal counsel, and external agencies to ensure that Tiffin University's policies and practices are compliant with federal and state civil rights and equal opportunity laws. This position is responsible for the design, implementation, and evaluation of long-term university-wide initiatives that foster an engaged campus culture and improve outcomes related to retention and connection of the Tiffin University community. As the Title IX/ADA Officer, this position oversees institutional policies and procedures and serves as a primary point of contact for concerns related to Title IX and ADA compliance.

Major Duties and Responsibilities:

- Design and facilitate training programs for faculty, staff, students, and administrators on Civil Rights Laws and other related issues. Oversee the campus CCU trainings.
- Provide ongoing education on discrimination, harassment, accessibility, and inclusive practices, creating a culture of awareness and respect. Create and distribute educational materials.
- Develop and deliver comprehensive CCU training to employees at all levels.
- Ensure trainings are being conducted timely and up to date for all Title IX officers and Disability Services.

Employee Engagement & Community Building:

- Develop a long-term plan for community engagement and belonging, in collaboration with campus partners, ensuring alignment with the institution's overarching strategic goals and values.
- Integrate engagement practices for professional staff by promoting belonging, access, and balanced participation.
- Design and implement professional development opportunities to equip leaders across the institution with the tools to promote holistic leadership and foster a welcoming environment.



Title IX, ADA & EEO Responsibilities:

- Collaborate with the VP for Human Resources regarding Title IX and ADA requirements, grievance issues, and compliance programs.
- Maintain documentation and records related to Title IX investigations, outcomes, and compliance efforts.
- Coordinate responses to audit requests from Federal agencies regarding campus crime and sexual misconduct.
- Coordinate with faculty and staff to ensure that academic and physical environments are accessible for individuals with disabilities.
- Prepare annual statistical outcomes reports for the campus community.
- Ensures organizational compliance with federal, state, and local EEO laws. Maintain knowledge of legal and regulatory changes affecting equal opportunity.
- Conduct evaluation of training needs of employee populations to develop department and employee training priorities.
- Create, implement, and execute student staff coaching initiative and training to enhance leadership and skill development.
- Direct and implement an inclusion dialogue workshop experience.
- Manage and evaluate employee resource groups.
- Collaborate on activities and initiatives in support of the University's office of CARE (Compliance, Accessibility, Resources & Education) goals, including the Culture and Climate survey and plan.
- Recommends the development and implementation of departmental training and development policies and procedures.
- Foster collaborative relationships to support training, inclusion, and talent development goals.
- Create promotional materials and participant certificates for employee engagement and training activities.

Qualifications for the Job:

- Master's Degree in human resources or related, preferred.
- 5+ years in the related field.
- Working knowledge of instructional design concepts and learning management systems.
- Knowledge of changing laws and regulations at the local, state, and federal levels.
- Experience creating and facilitating training and development workshops and related educational resource materials for professional and/or supervisory staff.
- Knowledge of state and federal laws and regulatory compliance.
- Experience working in higher education.
- Experience designing and implementing Inclusion strategies, trainings, and activities for all campus stakeholders.



What We Value:

- Desire to make an impact: by actively contributing to a mission that transforms lives and communities.
- Proven experience: 5+ years in performance-driven roles with measurable outcomes and a strong track record of relationship-building.
- Exceptional communicator: Strong interpersonal, presentation, and active listening skills that engage and inspire
- Goal-oriented leader: Highly motivated, metric-driven, and energized by collaboration within a purpose-driven team environment.
- Sharing the knowledge: Skilled in people-facing leadership, delivering compelling trainings and thorough knowledge in how to motivate and elevate new members of the team.
- Embracing the opportunity to contribute meaningfully to the university's enduring legacy and fostering a vibrant community, advancing our mission, and helping shape a future rooted in academic excellence and lasting impact.

Tiffin University Sponsored Benefits:

Tiffin University offers excellent benefits. All full-time employees of Tiffin University are eligible for our full-time benefits package, which includes medical, dental, and vision insurance, Health Savings Account with employer incentive contribution, Employer Paid and Supplemental Life Insurance, Short-Term, and Long-Term Disability, 403b Retirement with Employer Match, Time Off (annual and sick leave), Observed Holidays, Tuition Assistance and Reimbursement, and Employee Assistance Program.

Key Competencies:

<i>Interdependence:</i>	<i>Fosters collaboration</i>
<i>Communication:</i>	<i>Strong decision-making and communication skills</i>
<i>Accountability:</i>	<i>Formulates effective and progressive strategies aligned with the University's mission and values</i>
<i>Respect:</i>	<i>Creates an engaging, collaborative work environment by bringing diverse people and ideas together.</i>
<i>Entrepreneurship:</i>	<i>Influences and Inspires</i>

Embracing Our Guiding Principles:

VISION STATEMENT – The vision for Tiffin University is to become *A premier university for challenging students to enhance their global competencies and 21st-century skills for success in a diverse world.*

MISSION STATEMENT – The mission of Tiffin University is to *educate students by linking knowledge to professional practice.*

CORE VALUES – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.



Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



Tiffin University is an Equal Opportunity Employer