



Youngstown State University

PROFESSIONAL/ADMINISTRATIVE STAFF POSITION ANNOUNCEMENT

YOUNGSTOWN STATE UNIVERSITY invites applications for the Professional/Administrative position described below:

Youngstown State University is a state-assisted, urban institution of higher education which primarily, but not exclusively, serves the students of northeastern Ohio and western Pennsylvania.

The University has an enrollment of approximately 13,100 (head-count) in a wide variety of programs ranging from 2-year associate degrees to the Doctor of Education degree.

Schools and colleges of the University are the College of Liberal Arts and Social Sciences, the College of Business Administration, the College of Education, the College of STEM, the College of Fine and Performing Arts, the College of Health and Human Services, and the School of Graduate Studies and Research.

The campus, located north of downtown Youngstown, is compact and carefully designed, with most of the major structures being new or recently renovated. The Physical Plant is valued at approximately \$320 million.

The city of Youngstown is located between Cleveland and Pittsburgh. The Youngstown-Warren area has a population in excess of 500,000 and offers the usual amenities of urban living but few of the problems of the big city. All types of housing are available within a 30-minute drive of the campus, and housing costs in the Youngstown area are significantly lower than in most metropolitan areas.

TITLE: Coordinator
DEPARTMENT: Equal Opportunity and Diversity
PAY GRADE: L4 APAS
SALARY: \$41,084 - \$67,193
Full Time

MINIMUM QUALIFICATIONS: Bachelor's degree in Education, Business or related field and at least 2 years of relevant experience in Equal Opportunity/Human Resources. Demonstrated experience working with statistical data analysis as it pertains to EEO/AA laws, regulations, and reporting requirements.

DESIRED QUALIFICATIONS: Graduate degree in education, counseling, interpersonal relations, human behavior, human resources, EEO, affirmative action, international studies, or related field preferred. Experience working in one of the aforementioned areas in a college setting is highly desired. Idea candidate will possess excellent written and verbal communication skills as well as strong interpersonal and counseling skills; knowledge of federal and state laws pertaining to equal opportunity and affirmative action.

SUMMARY OF POSITION DESCRIPTION: To assist the Director in monitoring University employment activities to ensure compliance with local, state, and federal civil rights regulations/laws; generate, analyze, and submit required statistical reports regarding employment activities. Develop comprehensive affirmative action plans for the University. Assist Director with discrimination complaint investigations filed by, or against, faculty, staff, and students. Conduct educational outreach programs and conduct training in areas of equality and diversity.

DATE AVAILABLE: January 2010

CLOSING DATE FOR APPLICATIONS: Applications received by 1/4/10 will receive full consideration; however, review of applications will continue until the position is filled.

Applicants should send (1) letter of interest, (2) current resume, (3) copy of transcript documenting academic qualifications for this position, and (4) names, addresses, and telephone numbers of three references to:*

Office of Human Resources
Employment and Staffing
Youngstown State University
One University Plaza
Youngstown OH 44555-0001

**NOTE: Youngstown State University recognizes only credits and degrees awarded by regionally accredited post-secondary institutions in the United States or by equivalent foreign institutions; accredited institutions can be found at <http://www.chea.org>. As a term and condition of appointment, an official transcript must be received by Human Resources prior to a contract being issued. The selected candidate will also be required to sign a release for an employment background check and credential verification.*

YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO INCREASING THE DIVERSITY
OF ITS FACULTY, STAFF AND STUDENTS.

Information regarding campus safety at YSU, mandated by the Cleary Act, is available at the following YSU web site: <http://www.yzu.edu/righttk.pdf> or you may request a copy of "Your Right to Know" from the Office of Human Resources, 3rd Floor, Jones Hall, 330-941-3122.