



OMBUSDPERSON

Pomona College, a premier national liberal arts college with an enrollment of approximately 1500 undergraduates, 200 faculty, and 400 staff, invites applications for a half-time position of Ombudsperson.

This is a new position, established to provide impartial and informal dispute resolution assistance to faculty, students, and staff. The Ombudsperson is expected to serve as an independent resource, offering a confidential mechanism for handling complaints, conflicts, or other disputes among and between College constituents.

This office supplements, but does not replace, the existing administrative apparatus dealing with conflict or complaints. Rather, it will act independently and impartially as a source of information, referral, and mediation services, respecting the rights of all parties involved.

The Ombudsperson will report directly to the President of the College.

Requirements include excellent interpersonal and communication skills, with a demonstrated ability to successfully interact with individuals from a wide variety of backgrounds and levels of education, fluency in Spanish, an understanding of the college workplace environment, and evidence of excellent skills in dispute resolution and problem-solving. Requires a minimum of three years experience in either an Ombuds, or a closely related position. An advanced degree at the Masters or PhD level is desirable.

The position will be open until filled. Review of applications will begin February 1, 2012. Please electronically submit a letter of interest and a CV for consideration to:

Ms. Brenda Rushforth
Assistant Vice President, Human Resources
Pomona College
555 N. College Avenue
Claremont, CA 91711
staffjobs@pomona.edu

For more information about Pomona College, please consult its Web site:
<http://www.pomona.edu>

Pomona College is an Equal Opportunity Employer. Women and minority candidates are encouraged to apply.