

Manager of Equal Opportunities, Participation, and Nondiscrimination Office (Elternzeit Coverage)

Reporting to the Head of Student Life and Community Affairs, the Manager of Equal Opportunities, Participation, and Nondiscrimination (EOPND) will work to strengthen Bard College Berlin's commitment to diversity, equity and inclusion primarily through a focus on supporting students from historically marginalized communities (whether on the basis of race, gender, religion, ethnic identity, ability, or any other protected category) and through campus programming and outreach for the College community.

This is a full-time 40 hour/week temporary Elternzeit coverage position beginning 16 November 2026 with a tentative end date of 10 August 2027. There is a possibility of extending the contract through November 2027, which will be determined in the summer of 2027. The contract cannot be extended beyond November 2027.

Specific areas of competence and tasks will include:

Student Support (50%)

- Supporting students who approach the EOPND office with ideas for the community including working with the Student Parliament representative, an optional student worker, voluntary students and other offices
- Serving as point person for and responding to reports from students who feel they may have experienced discrimination from other students, faculty, staff, or community members acting as the Complaints Office.
- Collaborating with the Student Life and Civic Engagement team on relevant student initiatives and issues (including work related to disability accommodations, gender-based misconduct, and civic engagement)
- Producing and distributing the monthly EOPND newsletter

Campus Programming and Outreach (30%)

- Coordinating on-going workshops, event series, and discussion platforms for the campus community to increase overall commitment to and discussion of EOPND issues
- Developing programs that build support for diversity and create connections with the college in the neighborhood community with the Civic Engagement office
- Collaborating with the Faculty Coordinator for EOPND to oversee relevant grievance procedures for EOPND against discrimination or gender equity complaints or concerns
- Providing 1-on-1 and group support for underrepresented populations through community dinners, holiday celebrations, workshops and weekly office hours

Compliance and Policy Writing (20%)

- Serving as the Frauen- und Gleichstellungsbeauftragte*r and Beauftragte*r für Diversität und Antidiskriminierung (Berliner Hochschulgesetz §59 and §59a)
- Organizing the annual Gender-Based Misconduct training for faculty and staff, and providing administrative and investigative oversight over gender-based misconduct cases
- Ensure and train an EOPND office representative for all faculty hiring and tenure procedures and committees

Qualifications:

- MA in related field of study required
- Previous work experience in higher education institutions, DEI / EOPND experience preferred
- Working knowledge of German language
- Strong communication and organizational skills
- Experience with cross-cultural contexts and international student populations
- Familiarity with both the German and US higher educational contexts preferred

To apply: To apply, please send a cover letter, CV, and names and contact information of 2-3 references to jobs@berlin.bard.edu. The deadline for applications is 5 October 2026 and interviews of short-listed candidates will take place between 6-16 October. Queries can be directed to the Head of Student Life, Dr. Maria Anderson-Long, m.andersonlong@berlin.bard.edu.

Bard College Berlin is an equal opportunity employer. We do not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, physical or mental disability, or age.