



April 23, 2026

Time with IX and Talking BITs: Expanding Your Hiring Pool for Title IX and Behavioral Intervention Teams

**Elizabeth Trayner, Ed.D.
Araña Muñiz, MBA
Josie Hoover, D.Min., SHRM-CP
Chanc'e Moody, LMSW**

Your Presenters



Elizabeth Trayner, Ed.D.

AVP Institutional Equity/Title IX/504 Coord.
Seattle University
ATIXA Advisory Board Member



Araiña Muñiz, MBA

Exec. Dir. of Civil Rights, Title IX/VI/504/ADA Coord.
Colorado State University
ATIXA Advisory Board Member

Your Presenters (Cont.)



Josie Hoover, D.Min., SHRM-CP

Dir. of Human Resources and Title IX Co-Coord.
Pittsburgh Theological Seminary
ATIXA Advisory Board Member



Chanc'e Moody, LMSW

Area Coordinator
Vanderbilt University

Session Outcomes

- Participants will gain tips and tools to help:
 - Create a work environment that aligns with institutional values and retains talent
 - Write effective job descriptions and expand the hiring pool
 - Review candidates effectively and equitably throughout the process
 - Make offers and manage onboarding

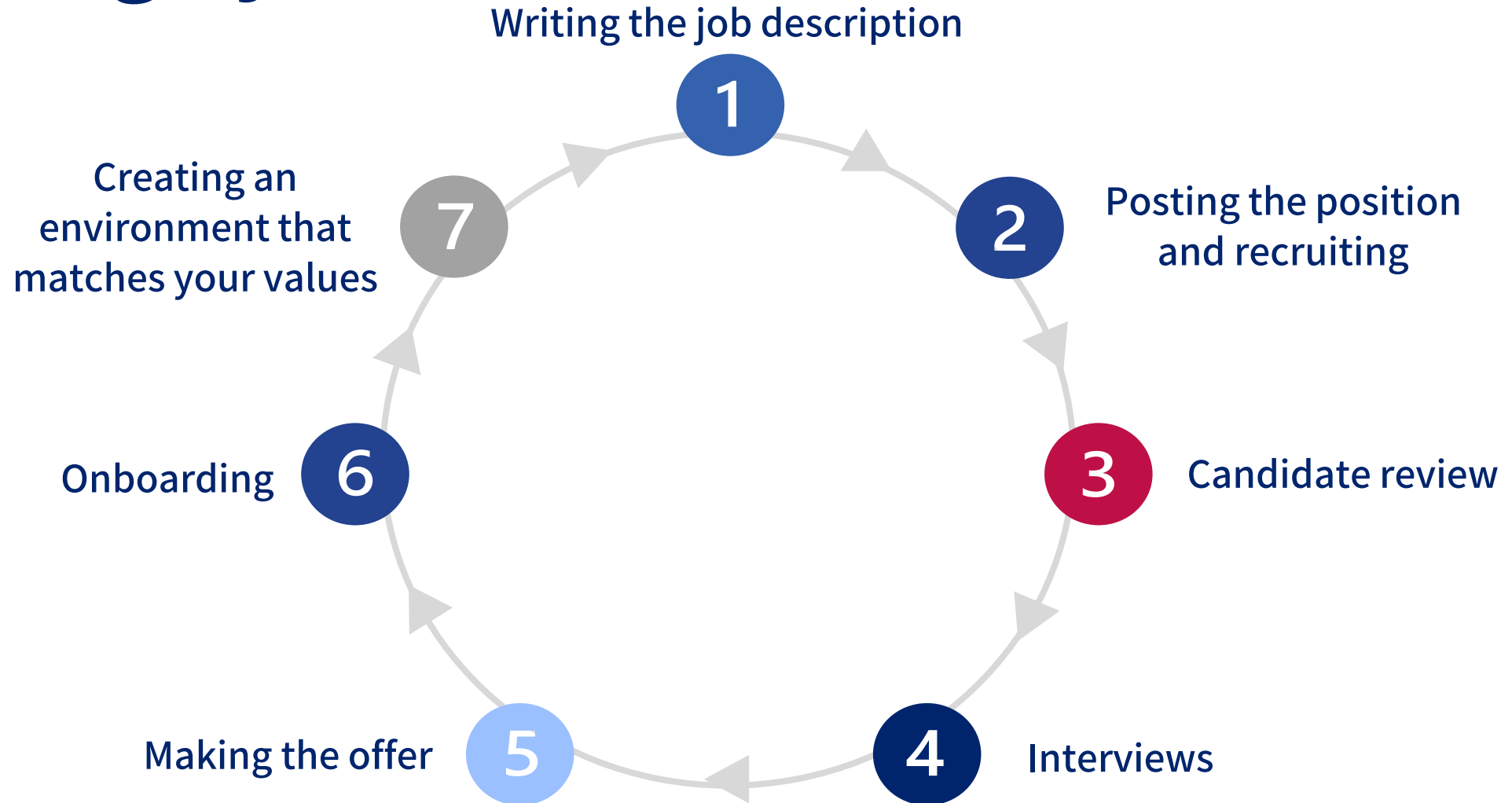
Who's Here With Us?

- Tell us about yourselves!
 - How much influence do you have in hiring on your campus?
 - What is your institution doing to retain talent?

Identities and Experiences

- How have your identities and experiences impacted...
 - Your interactions with students?
 - Your interactions with colleagues?
 - Your role as a hiring manager or search committee member?

Hiring Cycle



Creating the Organizational Culture

- Shared values, beliefs, and behaviors that define your institution
- Principles of Community help express what your community stands for and guide your expectations for one another
 - **e.g., Inclusion. Integrity. Respect. Service.**
- Include your values in job postings
- Include question prompts and performance metrics relating to these principles

Writing the Position Description

- Make it broad
- Use minimum and preferred qualifications
 - Put the “need to have” qualifications at the top
 - Highlight transferable skills over potentially rigid requirements
- Be transparent with pay scale and other benefits
- Avoid assumptions
- Describe your ideal candidate

Posting the Position and Recruiting

- Think like a job seeker
- Ensure it is accessible
- Avoid jargon
- If applicable, mention remote work or other flexibility
- Where to post
 - Diverse job boards
 - Utilize current recruitment channels

Candidate Review

- Create a rubric to allow for continuity
- What are your priorities?
- Set aside time to review the candidates as a whole
 - Reflect on their experiences
 - Consider the skills they could bring
 - Assess their educational background
 - Compare salary expectations
 - Determine alignment with institutional values and mission
- Review references

Interviews

- Things to consider when developing questions
- Consistent questions
- Provide questions in writing
- Questions to avoid
- The on-campus interview
- Types of interview bias
- Use a rubric

Making the Offer

- Appropriate staff members should make a verbal offer and follow up with an offer letter that outlines:
 - Name of position and reporting line
 - Start date and location
 - Compensation and benefits
 - Key responsibilities (and/or attach a copy of the position description)
 - Contract Terms
 - Contingent upon background and reference check
 - Probationary period
 - Compliance clauses

Onboarding

- Helps to establish long-term relationship with employee that begins once contract is signed
- Ensures that employee feels welcomed, comfortable, prepared, and supported
- Fosters collaboration across the institution
- Sets expectations for both the institution and the employee
- Helps to increase retention

References

- [Respecting Higher Education Staff](#)
- [Avoiding Illegal Questions](#)
- [Santa Clara Strategies Toolkit](#)
- [Cluster Hiring](#)
- [Cluster Hiring to Expand Hiring Pool](#)
- [How to Evaluate Interview Candidates](#)

Stay Connected with the ATIXA and NABITA Communities

- Exchange ideas on [ATIXA's](#) and [NABITA's Member Listserv](#)
- Build skills with [ATIXA's](#) and [NABITA's 20-Minutes-to...Trained](#) video modules
- Get practical guidance at [Time with IX](#) and [Talking BITs](#) events
- Streamline your work with [TIXKit](#) and [BITKit](#) tools and templates
- Plan ahead with [ATIXA's](#) and [NABITA's Training and Certification Schedule](#)
- Expand your network in [ATIXA's](#) and [NABITA's Mentor Match](#)
- Explore expert [ATIXA's](#) and [NABITA's Thought Leadership](#)
- Stay informed with the [ATIXA Podcast](#)