



WESTERN
COLORADO UNIVERSITY

CENTER FOR CIVIL RIGHTS

CENTER FOR CIVIL RIGHTS

PRE-PROFESSIONAL EMPLOYMENT MANUAL

Equal Employment Opportunity & Affirmative Action Office
Restorative Justice & Title IX Office
Western Colorado University
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INTRODUCTION 4

MISSION 4

DIVERSITY STATEMENT..... 4

EDUCATIONAL OPPORTUNITIES AND PROFESSIONAL GROWTH 4

TYPES OF STUDENT EMPLOYMENT AND ELIGIBILITY 4

 Federal and State Work Study 5

 Institutional Work Study (Regular Payroll) 5

 International Student Employment 5

 Stipends and Graduate Assistantships..... 5

PRIOR TO EMPLOYMENT 5

 POSITION ANNOUNCEMENTS..... 5

 INTERVIEWS 5

 DOCUMENTS REQUIRED FOR EMPLOYMENT 6

PRE-PROFESSIONAL RESOURCES..... 6

 Western Colorado University Student Handbook 6

 Board of Trustees Manual..... 6

 WorkDay 6

 Work Study Coordinator, Financial Aid Office..... 7

PRE-PROFESSIONAL EMPLOYMENT INFORMATION, EXPECTATIONS & RESPONSIBILITIES. 7

 Academic progress..... 7

 Appearance 7

 Attendance 7

 Establishing a Work Schedule..... 7

 Holidays, Breaks, and Vacations..... 7

 Overtime 8

 Leave Due to Illness..... 8

 Leave - Extended Absence..... 8

 Scheduling Conflicts for Work..... 8

 Substitutes 8

 Tardiness or Absence from Work..... 8

 Timesheets and Paychecks 8

 Training and Meetings 9

 Confidential information..... 9

 Equipment Use..... 9

 Computer and Internet Use 9

Office Phones 9

Office Supplies..... 9

Expectation of Work 9

Other Duties as Assigned 9

Personal Work or Schoolwork 9

Performance Evaluations 10

Termination of Employment 10

 Dismissal..... 10

 Dissolution of Position..... 10

 Resignation 10

 Termination 10

Worker’s Compensation..... 10

PRE-PROFESSIONAL POSITION DESCRIPTIONS 10

 Center for Civil Rights - Marketing Specialist 12

 Center for Civil Rights – Office Support Specialist..... 13

 Restorative Justice & Title IX Office – Data Entry Specialist..... 14

 Restorative Justice & Title IX Office – Intake Specialist 15

Commitment to Equal Opportunity within the Center for Civil Rights..... 16

INTRODUCTION

The purpose of this handbook is to provide a useful reference for student pre-professional employment within the Center for Civil Rights at Western Colorado University. This handbook addresses campus guidelines and procedures, as well as policies specific to the Center for Civil Rights.

It is the goal of this office to employ currently enrolled students whenever possible to assist in the performance of functions necessary to the operation of this Center, to provide financial assistance to students for the purpose of obtaining a university education, and to enrich the academic training and experience of students to better prepare them for future employment.

MISSION

Western Colorado University promotes intellectual maturity and personal growth in its students and prepares them to assume constructive roles in local, national, and global communities. Western's distinctive character emerges from its unity among academic and professional disciplines, high standards of scholarship, and a unique environment in the mountains of western Colorado.

For more information on Western's Mission, Vision, and Values visit:

<https://western.edu/about/leadership/board-of-trustees/>

DIVERSITY STATEMENT

Western Colorado University takes a firm and unyielding stance in support of diversity, inclusivity, scientific inquiry, and creative expression. We believe these principles are necessary for the free and open inquiry that defines our role as a public institution in a democratic society. We believe that these principles are a moral imperative requiring constant vigilance and a firm stance against actions motivated by hate or intimidation. The University welcomes people of color, people with disabilities, people of all genders and orientations, people of all religious preferences, immigrants, and refugees regardless of national origin or ethnicity and other underrepresented communities regardless of socioeconomic class. We actively seek to build a civil and respectful culture which affirms these principles in all that we do.

For more information on Western's Division for Justice and Inclusion, visit:

<https://western.edu/about/division-justice-inclusion/>

For more information on the Board of Trustee's statement on Diversity, Equity, and Inclusion visit:

<https://western.edu/about/diversity-equity-inclusivity/board-of-trustees-statement-on-diversity-equity-and-inclusion/>

EDUCATIONAL OPPORTUNITIES AND PROFESSIONAL GROWTH

Western Colorado University acknowledges that student employees are students first. The purpose of student employee roles is to provide students with professional development opportunities and to help them develop skills and experience to supplement their classroom learning and benefit them beyond the collegiate environment.

TYPES OF STUDENT EMPLOYMENT AND ELIGIBILITY

There are a variety of employment options for students on campus. The position descriptions will indicate the type of student employment; however, supervisors may be able to adjust the type of employment depending on availability of funds. Types of employment and eligibility are identified as the following options:

Federal and State Work Study

These funds are awarded on a need basis determined by their FAFSA application, up to the maximum for each individual employee. Students can work to earn their awarded amount of work study funding up and until the last day of the spring semester. Once that maximum is reached, the student employee's work study or Mav Works position is terminated. For a student to receive work study funding, he/she/they must have completed their Free Application for Federal Student Aid (FAFSA), have an adequate GPA, and be enrolled in 6 credit hours. Students are responsible for locating and securing a position on campus in order to utilize their awarded funds. The pay range begins at minimum wage but is set by the department.

Institutional Work Study (Regular Payroll)

The availability of funds for this type of employment depends on the department's budget and may be limited. For a student to be eligible for an institutional work study position, they/she/he must be enrolled in at least 6 credit hours and be in good academic standing. The pay range begins at state minimum wage. Graduate students and international students are eligible for this type of employment.

International Student Employment

F-1 and J-1 visa students are permitted to hold Institutional Work Study (Regular Payroll) positions, provided they meet the student eligibility requirements and have a social security card prior to starting their position. International student employees follow the same regulations as all student employees, including the number of hours permitted per week/pay period.

NOTE: International students who work more hours than approved or work outside of the guidelines regulating campus employment, are at risk for violating the regulations of their visa status.

Stipends and Graduate Assistantships

Graduate students are eligible for Institutional Work Study (Regular Payroll) positions on campus, and depending on availability, may be financially supported through a stipend or graduate assistantship. These options can be discussed further with your supervisor. The option for Federal or State Work Study for graduate students is a rare and separate funding opportunity, which must be reviewed by the Financial Aid Office for eligibility.

For any additional questions regarding applications for student employment and the availability of work study funds, students may contact the Work Study Coordinator in Financial Aid (finaid@western.edu; 970.943.3085).

PRIOR TO EMPLOYMENT

Students preparing for pre-professional employment in the Center for Civil Rights should review the following information for finding and applying for positions. Additional inquiries may also be made to the Center for Civil Rights in person or by emailing either the Equal Employment Opportunity & Affirmative Action Office (civilrightseeoaa@western.edu) or the Restorative Justice & Title IX Office (civirlightsrtjix@western.edu).

POSITION ANNOUNCEMENTS

Pre-professional employment job advertisements can be found through Handshake and/or Workday. Job seekers may also contact the desired department directly to identify opportunities.

INTERVIEWS

By conducting effective interviews, an employer can not only increase the likelihood of placing the best person in the position, but also provide an excellent educational opportunity for applicants. A

supervisor should provide the student with a job description, including duties and responsibilities and an outline of job performance expectations.

DOCUMENTS REQUIRED FOR EMPLOYMENT

When a student is hired on-campus, they will need to submit the following ***before or by the first day of employment***:

- 1) Completed I-9 Form for Employment Eligibility Verification
- 2) Direct Deposit Enrollment Form

Students applying for employment need the following documentation for approval:

- Original and unexpired verification documents to complete the I-9, required by the Department of Homeland Security. Common choices are a state issued ID or Passport and a social security card. (For a complete list of acceptable documents please see the I-9.)
NOTE: Presenting copies of any form for verification is not allowed per the Department of Homeland Security regulations.
- Signature documents for accepting employment opportunities at Western Colorado University. All processes for submitting forms for employment are completed within WorkDay.

For questions regarding employment, including international student employment, contact the Work Study Coordinator in the Financial Aid Office (finaid@western.edu; 970.943.3085).

PRE-PROFESSIONAL RESOURCES

There are a variety of resources available to pre-professionals that are beneficial for understanding the policies and procedures that uphold campus conduct and support campus employees.

Western Colorado University Student Handbook

The Student Handbook provides information regarding student conduct and processes for supporting students and pre-professional employees. Students are expected to familiarize themselves with regulations that impact them as both a student and pre-professional. The most up-to-date version of the Student Handbook can be found here: <https://western.edu/student-life/student-affairs/handbooks-and-policies/student-handbook/>

Board of Trustees Manual

There are a number of policies and procedures that apply to pre-professionals as employees of the University. Pre-professionals are expected to familiarize themselves with regulations that impact them as an employee of Western Colorado University and of the Center for Civil Rights. The most up-to-date version of the Board of Trustees Policy Manual can be found here: <https://western.edu/about/administration/human-resources/workplace-policies/>

WorkDay

Almost all aspects of pre-professional employment, including position guidelines, timesheets and documentation regarding campus employment are housed in WorkDay. Pre-professionals are expected to log into WorkDay and make sure that their documentation, timesheets, and tasks assigned are up to date. If there are concerns, contact your supervisor or the Work Study Coordinator in Financial Aid as soon as possible.

Work Study Coordinator, Financial Aid Office

All student employment is coordinated by the Work Study Coordinator in the Financial Aid office. If there are questions or concerns regarding employment policies or guidelines, please contact the Work Study Coordinator (finaid@western.edu; 970.943.3085).

More information regarding pre-professional employment can be found on the website:

<https://western.edu/admissions-aid/financial-aid/work-study/>

PRE-PROFESSIONAL EMPLOYMENT INFORMATION, EXPECTATIONS & RESPONSIBILITIES

The following is a list of expectations, responsibilities, and helpful information to guide pre-professionals in the duties assigned, as well as the rights and benefits of their employment position.

Academic progress

Federal and State Work-Study pre-professional employees must meet the satisfactory academic standing of the institution to be continued on the payroll. Employees utilizing institutional work-study, or a campus stipend, are held to the same standards.

Appearance

Appearance is an important aspect of public relations, and pre-professionals benefit from maintaining their personal appearance. This office is a professional setting, and we request that pre-professionals consider their appearance during work hours. Cleanliness must always be considered in personal attire. If pre-professionals have questions, please ask.

Attendance

The Center for Civil Rights expects all pre-professional employees to be professional, timely, and engaged in the service we provide to the campus community. The following guidelines provide expectations and practice related to attendance within the Center's pre-employment positions.

Establishing a Work Schedule

Pre-professionals should provide their supervisor with a copy of their class schedule and identify any other commitments (e.g., athletics, student organizations/activities, other positions) that will prevent the pre-professional from working. Be honest about your available hours and update your supervisor if anything changes.

The Center for Civil Rights attempts to schedule students for 8-10 hours per week and particularly seeks to cover the office for the first and last hour of the business day. Some pre-professional positions may require flexibility for evenings and weekends for campus events or activities. More hours may be available, depending on available funding.

Holidays, Breaks, and Vacations

On national holidays recognized by campus offices, pre-professionals are not expected to work.

Similarly, during campus breaks or vacations where campus offices are open, pre-professionals are not required to work; however, if they are available, they are encouraged to discuss the opportunity to work during those breaks with their supervisor.

Pre-professionals do not accrue vacation time.

Overtime

Pre-professionals are limited to 8 hours of work per day and 20 work hours per week. No overtime is approved.

Leave Due to Illness

Sick leave is accrued by pre-professionals at 1 hour for every 10 hours worked. Visit WorkDay or contact the Work Study Coordinator in Financial Aid to determine how to utilize those accrued hours.

In case of sick leave, pre-professionals must still communicate to supervisors of the intended absence, preferably at least 24 hours before the next scheduled work day.

Sick Leave can be utilized during a leave of absence for medically related requests. Additionally, for more information regarding options for Paid Family Medical Leave coverage, contact Human Resources at hr@western.edu.

Leave - Extended Absence

Leaves of absence may occur due to injury, illness, parental leave, family leave, bereavement. Leaves of absence must be approved. It is important to communicate with your supervisor regarding your need for leave, as well as communicating when you intend to return to work. For more information regarding leaves of absence or options for Paid Family Medical Leave coverage, contact Human Resources at hr@western.edu.

Scheduling Conflicts for Work

Some pre-professional positions may require that specific hours be left free on the student's class schedule. Our office strives to plan work schedules around class schedules whenever possible; however, we recognize that conflicts may arise throughout the semester (e.g., field trips, finals). Pre-professionals are students first. That said, pre-professionals are expected to notify supervisors of conflicts or changes to schedules as soon as possible.

Substitutes

If a pre-professional is unable to report for employment because of illness or for other conflicts, the supervisor should be contacted immediately. A pre-professional may coordinate with a fellow pre-professional to substitute as long as A) the substitute is receiving payment for those hours and B) the substitute does not go over the permitted number of work hours.

NOTE: UNDER NO CIRCUMSTANCES MAY A PRE-PROFESSIONAL WORK UNDER ANOTHER PRE-PROFESSIONAL'S TIMESHEET. A Federal or State Work-Study authorized student may, with the supervisor's permission substitute for another Federal or State Work-Study authorized student respectively, as long as the substitute uses his or her own time sheet for the hours worked and does not exceed 20 hours per week or the authorized dollar eligibility on their award letter.

Tardiness or Absence from Work

Pre-professionals' supervisors must be informed of reasons for absence or tardiness. Absences from work without an acceptable excuse may result in disciplinary action by the supervisor and could lead to possible dismissal. Repeated tardiness may lead to dismissal.

Timesheets and Paychecks

Pre-professionals complete timesheet submissions within WorkDay. They may not begin working without timesheet access. A pre-professional is not on the payroll or considered officially hired

until a timesheet is issued. Pre-professionals must submit timesheets in order to be paid. Timesheets are due by the end of the designated pay period; however, pre-professionals are encouraged to update them each workday.

Training and Meetings

Training and meetings required by the employer are considered paid duty times. Attendance is expected.

Confidential information

Pre-professionals are prohibited from revealing confidential information to others. To reveal such information may be grounds for dismissal and possible legal action by the offended party.

Equipment Use

Equipment is funded by and property of Western Colorado University. The following guidelines dictate its use.

Computer and Internet Use

The personal use of university computers for reasons outside of the confines of this office is prohibited. Use of the internet while on duty should be job related.

Office Phones

Office phones may not be used for personal calls. Unapproved collect telephone calls are not to be accepted. The campus 800 number may not be given out to others to call back to the campus for personal business.

Office Supplies

The department will provide the supplies and any equipment necessary to fulfill the requirements of a specific job. Personal use of institutional supplies and equipment is prohibited. Abuse of supplies and equipment may be grounds for disciplinary action, including dismissal. Pre-professionals are expected to secure and protect the supplies and equipment of the institution.

Pre-professionals should not provide their own supplies and equipment. If additional supplies and equipment are needed, the supervisor should be contacted.

Expectation of Work

Pre-professionals are expected to be present and working during the entire time period they are scheduled to work. While on duty, they are expected to focus their attention on the work for which they are employed. Unauthorized activities or preferential treatment toward friends and acquaintances while on duty are not permitted and may be grounds for disciplinary action or dismissal.

Other Duties as Assigned

The position description for pre-professional roles provides many of the duties and responsibilities assigned, but it is not meant to be an exhaustive list. Pre-professionals may receive additional assigned duties based on the direction of the supervisor, needs of the office and skillsets or abilities that the pre-professional utilizes or wishes to develop. For additional information, please contact your supervisor.

Personal Work or Schoolwork

Work of a personal nature during work hours is prohibited unless specifically approved by your supervisor. If there are questions regarding homework assignments or study, please notify your supervisor of the need.

Performance Evaluations

Performance evaluations of pre-professionals are left to the employing department. Records for employment evaluation will be maintained at the department level.

Termination of Employment

At the end of each academic year, pre-professional employment statuses are terminated. Pre-professionals may be reemployed the following year provide they continue to meet institutional eligibility requirements. Termination of a position before the academic year may also occur for the following reasons.

Dismissal

Pre-professionals may be dismissed for unacceptable job performance, scheduling problems, budget considerations or other reasons. Dismissal may be immediate; however, supervisors should discuss the reasons for dismissal with the pre-professional.

The following are grounds for disciplinary action and dismissal:

- excessive tardiness
- unexcused absences
- under the influence of alcohol or other drugs while on duty
- violation of institutional and employing department regulations, policies, and rules
- violation of local, state or federal laws
- unacceptable job performance

Dissolution of Position

At times, a role may be subject to dissolution based on changing office needs or lack of funds. Pre-professionals in a position that is being dissolved will have the opportunity to be considered for other open roles within the office.

Resignation

When resigning from a position, a pre-professional is expected to inform the supervisor at least two weeks in advance. This will allow time for a replacement to be found and trained.

Termination

Pre-professionals may be discharged for just cause, such as improper performance of duties, improper conduct, dishonesty, insubordination, failure to follow policies and procedures, tardiness and unexcused absences. Terminated employees may appeal in writing to the appropriate Department Chair, Dean or Director of employment.

Worker's Compensation

Pre-professionals who experience injury or illness in the process of completing employment duties should reach out to Human Resources (hr@western.edu) for assistance and next steps.

PRE-PROFESSIONAL POSITION DESCRIPTIONS

The following is a list of pre-professional position descriptions for the Center for Civil Rights. These positions may serve the whole of the Center or may be identified to the needs of a specific office, such as the Equal Employment Opportunity & Affirmative Action Office or the Restorative Justice and Title IX Office.

Positions will be filled during the academic year based on the employment needs of the Center for Civil Rights and available funding.

Center for Civil Rights - Marketing Specialist

The Marketing Specialist will support marketing efforts on campus, including assisting in the creation of marketing plans and materials, as well as maintaining content on digital and printed materials for accuracy of program information. They/She/He will participate in campus activities and events, such as tabling, campus information fairs, recruitment events, conferences, and presentations. They/She/He will also cover the front desk during office hours. The Specialist will promote a positive perception of the Center for Civil Rights/Division of Justice and Inclusion internally and externally. The Specialist will report to the Director of Restorative Justice and Title IX Coordinator and may receive lead direction from the Director of the Equal Employment Opportunity/Affirmative Action Office.

The Specialist should be able to work approximately 8-10 hours per week between the hours of 8am and 5pm, with occasional flexibility for weekend or evening events. More hours may be available to the employee depending on available funding.

Per Family Educational Rights and Privacy Act (FERPA), state privacy laws and institutional policy, an individual serving in this role must maintain confidentiality regarding the Center for Civil Rights and its associated offices.

The position consists of primary through tertiary responsibilities. This section reflects estimated percentages aligned with the primary objectives of the position.

Estimated Percentage	Position Description
38%	Assists with the development of marketing and plans and materials
25%	Assists in maintaining content on digital and printed materials for accuracy of program information
20%	Represents the Center for Civil Rights/Division of Justice and Inclusion at on-campus activities and student functions (e.g., tabling, fall start-up events, program promotions). Always promotes a positive perception of the Center for Civil Rights/Division of Justice and Inclusion internally and externally
15%	Customer service duties at front desk
2%	Other duties as assigned

Center for Civil Rights – Office Support Specialist

The Office Support Specialist will assist the Center for Civil Rights with administrative needs to ensure that the services of the Center run smoothly. They/She/He will assist visitors to the Center for Civil Rights with general questions regarding the Center's programs and services. They/She/He will assist visitors with locating the various forms utilized by the Center (e.g., Pregnant and Parenting Service Request Form, Title IX Complaint Form, EEOAA Grievance Form). The Specialist works closely with the Co-Directors for the Center to ensure that administrative needs are met. The Specialist will report to the Director of Restorative Justice and Title IX Coordinator and may receive lead direction from the Director of the Equal Employment Opportunity/Affirmative Action Office.

The Specialist should be able to work approximately 8-10 hours per week between the hours of 8am and 5pm, prioritizing the 8am-10am and 3pm-5pm time slots. More hours may be available to the employee depending on available funding.

Per Family Educational Rights and Privacy Act (FERPA), state privacy laws and institutional policy, an individual serving in this role must maintain confidentiality regarding the Center for Civil Rights and its associated offices.

The position consists of primary through tertiary responsibilities. This section reflects estimated percentages aligned with the primary objectives of the position.

Estimated Percentage	Position Description
50%	Provides for administrative needs so the Center runs smoothly and questions are directed to the proper individual. Ensures that office facilities are orderly and space is prepared for peer pre-professionals.
40%	Aids students and employees with questions concerning Center programs and services. Answers general inquiries from employees, students, and campus visitors.
5%	Presenting educational opportunities to campus community at a variety of activities (e.g., tabling, speaking events)
5%	Other duties as assigned

Restorative Justice & Title IX Office – Data Entry Specialist

The Data Entry Specialist will update and maintain existing Title IX data within the new process and workflows in StarRez. They/She/He assists with compilation of data and assembles information for reports and other materials using campus systems. The Specialist will need to complete training in Title IX to serve in this role. They/She/He may also be called upon to cover the front desk during office hours or to provide educational opportunities such as tabling or presenting at on-campus activities. The Specialist will report to the Director of Restorative Justice and Title IX Coordinator.

The Specialist should be able to work approximately 8-10 hours per week between the hours of 8am and 5pm. More hours may be available to the employee depending on available funding.

Per Family Educational Rights and Privacy Act (FERPA), state privacy laws and institutional policy, it is of the utmost importance that an individual serving in this role maintain the confidentiality of all components of the position.

The position consists of primary through tertiary responsibilities. This section reflects estimated percentages aligned with the primary objectives of the position.

Estimated Percentage	Position Description
60%	Updates existing Title IX data within the new process and workflows within StarRez
38%	Assists with compilation of data and assembles information for reports and other materials using campus systems
5%	Presenting educational opportunities to campus community at a variety of activities (e.g., tabling, speaking events)
5%	Customer service duties at front desk
2%	Other duties as assigned

Restorative Justice & Title IX Office – Intake Specialist

The Intake Specialist will assist in transcription for preliminary interviews. They/She/He will also assist in updating and maintaining incoming Title IX data within the new process and workflows in StarRez. They/She/He will occasionally complete preliminary interviews, or intakes, with visitors seeking the services of the Restorative Justice and Title IX office. The Specialist will need to complete selected trainings in Title IX to serve in this role. They/She/He may also be called upon to cover the front desk during office hours or to provide educational opportunities such as tabling or presenting at on-campus activities. The Specialist will report to the Director of Restorative Justice and Title IX Coordinator.

The Specialist should be able to work approximately 8-10 hours per week between the hours of 8am and 5pm. More hours may be available to the employee depending on available funding.

Per Family Educational Rights and Privacy Act (FERPA), state privacy laws and institutional policy, it is of the utmost importance that an individual serving in this role maintain the confidentiality of all parties and records.

The position consists of primary through tertiary responsibilities. This section reflects estimated percentages aligned with the primary objectives of the position.

Estimated Percentage	Position Description
40%	Transcription for preliminary interviews
38%	Updates incoming Title IX data within the new process and workflows within StarRez
10%	Assists in completing preliminary interviews, or intakes, with visitors seeking the services of the Restorative Justice and Title IX office
5%	Presenting educational opportunities to campus community at a variety of activities (e.g., tabling, speaking events)
5%	Customer service duties at front desk
2%	Other duties as assigned

Commitment to Equal Opportunity within the Center for Civil Rights

An Equal Opportunity Employer, including disability/vets. Western Colorado University believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. Western is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (for state classified positions, with preference given to military veterans), or any other protected status in accordance with applicable law. Please see our diversity statement, and our DEII Committee charge.

ADAAA ACCOMMODATIONS

Western Colorado University is committed to the full inclusion of all qualified individuals. As part of this commitment, Western will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or performing essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to the Office of Human Resources at HR@western.edu or (970) 943-3140.

WESTERN COLORADO UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER INCLUDING DISABILITY/VETERANS

Western Colorado University is an equal opportunity/affirmative action employer.