AUBURN
Human Resources

Spec, Title IX/EEO

Job Description

JOB INFORMATION

Job Code	EB04
Job Description Title	Spec, Title IX/EEO
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Approved Date:	7/30/2021 11:25:24 AM
Legacy Date Last Edited	5/25/2018

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Equal Opportunity Compliance

JOB SUMMARY

Responsible for the review of recruitment and selection decisions at Auburn University for compliance with Equal Employment and Affirmative Action regulations and principles. Responsible for investigating complaints regarding the violation of Title IX guidelines and of University policies on sexual misconduct, gender-based misconduct, harassment, and related incidents.

RESPONSIBILITIES

- Reviews the recruitment plans and selection decisions for faculty, administrative, professional, and staff positions for compliance with Equal Employment and Affirmative Action regulations and principles and the Auburn University Affirmative Action Plan.
- Participates in interviews with parties involved in violation complaints including, but not limited to, complaining student or employee, responding student or employee, witnesses, and any other critically involved party while ensuring only lawful and relevant questions are asked. Reviews all relevant information and takes detailed notes of information to be used in documentation and official reports of the case.
- Reviews various case reports ensuring information is presented accurately and in an impartial and objective manner. Collaborates within department to determine findings and sanctions based on case-specific information, precedent, and inherent fairness in accordance with relevant policies and procedures while weighing the credibility of involved parties and considering mitigating and exacerbating factors.
- Conducts training for employees at AU Human Resources Development sessions on anti-harassment and discrimination principles and associated University policy. Conducts employee AU Human Resources training on the Americans with Disabilities Act and the reasonable accommodation process.
- Maintains advanced knowledge of guidelines set forth by Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act as well as all University policies pertaining to civil rights protections.
- Coordinates with law enforcement and attends court hearings, if applicable based on varying factors which may occur during case investigation.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Education, Human Resources, Business Administration, Business Management, or related field. Master's degree preferred.	and	2 years of	Experience in higher education conduct management, whether for students or employees; interpreting policy language; working with and maintaining confidential records and information; and writing detailed reports.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act.	
Knowledge of University policies pertaining to civil rights protections.	
Knowledge of current federal guidance regarding Title IX, Title VI, Title VII, and the ADA.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.