AUBURN
Human Resources

Investigator III, Equal Opportunity Compliance

Job Description

JOB INFORMATION

Job Code	EB41C
Job Description Title	Investigator III, Equal Opportunity Compliance
Pay Grade	HR12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	11/14/2025 12:28:18 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Equal Opportunity Compliance

JOB SUMMARY

Investigates complaints made pursuant to the University's nondiscrimination policies, including sexual misconduct and protected status discrimination or harassment.

RESPONSIBILITIES

- Drafts a series of notices and reports required throughout the investigatory process including Notices of Investigation, Preliminary Report, and Final Investigative Report. Ensures information is presented accurately and in an impartial and objective manner. Attends hearings as a witness as needed. When acting as the lead investigator, rather than a sole investigator, oversees the preparation of the notices and reports in conjunction with the assigned co-investigator.
- Serves as the lead investigator by developing an investigation strategy and by coordinating the investigation with an assigned co-investigator (if applicable). Serves as the sole investigator, based on case load capacity and needs of the office. Gathers evidence for assigned cases and interviews all parties involved in the complaint. Ensures only lawful and relevant questions are asked of the parties and witnesses. Ensures detailed notes are maintained and keeps physical evidence organized for use in documentation and official reports of the case.
- Leads the development of training sessions for employees and students on University policies regarding sexual and gender-based misconduct and discrimination, harassment, and retaliation related to race, age, color, religion, disability, national origin, and/or veteran status. Revises these training sessions based on updates and developments in applicable law. Trains University students and employees on their rights and obligations associated with University policies. Prepares and develops training sessions and program materials for University policies on Title IX and processes for Title IX investigators, advisors, appeal panel members, decision makers, and others involved in the University's Title IX process as required by law. Trains Title IX & Civil Rights Investigators I and II on best practices for conducting and documenting investigations.
- Maintains knowledge of regulations and guidelines set forth by the following: Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (and the amendments thereto), Genetic Information Nondiscrimination Act (GINA) of 2008, the Rehabilitation Act of 1973, the Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (Clery Act), other federal and Alabama Civil Rights law, and University policies pertaining to civil rights protections and remedies.
- Ensures proper case management and tracking of assigned matters in the electronic management system; works with Case Coordinator to ensure case tracking and data management are accurate and timely.

RESPONSIBILITIES

- Represents the Office of Title IX and AA/EEO by attending various events on and off campus to include Graduate Assistant Orientation, Housing Resident Orientation, New Faculty Orientation, and the Resource Fair and by providing information regarding the University's policies on Title IX, discrimination, harassment, and other civil rights. Develops presentation materials and presents them to parents and students about Title IX at Camp War Eagle. Attends regular meetings of the Sexual Violence Prevention & Response Task Force, is a member of at least one Task Force committee, and serves as a Task Force Committee chair.
- Conducts threat assessments using a University-approved rubric. Works with the University Threat Assessment Team and other units across campus on education, training, and compliance best practices regarding threat assessment and reporting. Works with Campus Safety & Security on Clery Act reporting and compliance for preparation of Annual Security Report.

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	
Master's Degree	Education, Human Resources, Public Policy, Public Administration, or related field.	and	6 years of	experience in interpreting policy language; working with and maintaining confidential records and information; and writing detailed reports. Higher education conduct management experience is desired.	Or
PhD	Education, Human Resources, Public Policy, Public Administration, or related field.	and	4 years of	experience in interpreting policy language; working with and maintaining confidential records and information; and writing detailed reports. Higher education conduct management experience is desired.	Or
Juris Doctorate		and	4 years of	experience in interpreting policy language; working with and maintaining confidential records and information; and writing detailed reports. Higher education conduct management experience is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent verbal and written communication skills.	
Strong interpersonal skills and the ability to work with diverse constituents, including students, faculty, staff, and university administration.	
Strong organizational skills and the ability to prioritize tasks and to manage multiple deadlines.	
Ability to manage highly sensitive and confidential information.	
Ability to demonstrate initiative and exercise consistent good judgment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
Bar Admission	AL State Bar or Other State Bar		Desired	
Other	Behavioral Intervention Team Standards & Best Practices Certification (NABITA)		Desired	

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				25 lbs
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.