AUBURN
Human Resources

Dir, Equal Opportunity Investigations

Job Description

JOB INFORMATION

Job Code	EB42
Job Description Title	Dir, Equal Opportunity Investigations
Pay Grade	HR14
Range Minimum	$97,760
33rd %	$127,080
Range Midpoint	$141,750
67th %	$156,410
Range Maximum	$185,740
Exemption Status	Exempt
Approved Date:	4/21/2025 11:52:24 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Equal Opportunity Compliance

JOB SUMMARY

Directs the the Office of Equal Opportunity Compliance's investigation functions, including investigations made pursuant to Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, the ADEA, and other civil rights laws, as well as the applicable Auburn University policies. The Director of Equal Opportunity Investigations will serve as the University's Title IX and Title VI Coordinator

RESPONSIBILITIES

- Oversee the provision of response and support services to students, faculty, employees, and third parties reporting sex-based or other protected class-based misconduct, discrimination, harassment, and/or retaliation. Conduct intake meetings, provide information about reporting options, facilitate connection with resources, and address immediate safety needs. Lead the review of all reports for initial inquiry with the Office of Equal Opportunity Compliance AVP, Case Coordinator, and, as necessary, investigative team.
- Manage reports involving students, faculty, employees, and third parties from receipt to resolution. Manage contact with parties in matters throughout any investigation and hearing processes. Notify respondents of allegations, pending investigations, and policies of concern. Conduct educational response meetings. Arrange for the implementation of supportive measures, liaising with academic units, administrative offices, and law enforcement, as needed.
- Conduct educational response meetings and facilitate alternative resolutions pursuant to University policy. Train and oversee Office of Equal Opportunity Compliance team members who are responsible for conducting alternative resolutions. Maintain data and case records associated with educational responses and alternative resolutions.
- With AVP, assist with the regular review and development of civil rights policies and procedures. Ensure compliance with all national, state, and local regulation and guidance related to sexual misconduct including, but not limited to: Title IX, the Violence Against Women Act, Title VI, Title VII, the ADA, the ADEA, and other legal requirements in handling of student and employee civil rights matters. Consult on the preparation of comprehensive educational materials and resources.
- Supervise the Civil Rights Investigators responsible for conducting training and outreach activities on the policies and procedures that the Office of Equal Opportunity Compliance is responsible for, including but not limited to trainings and programming addressing sexual misconduct, discrimination, harassment, reporting options and reporting obligations for students, faculty, and employees.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	degree or Juris Doctorate required. A Master's degree in Higher Education Administration, Social Work, Human Resources, Public Policy/Public Administration, or related field.	and	7 years of	experience in conducting investigations alleging discrimination/harassment/retaliation; student conduct and/or Human Resources.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge of state and federal civil rights laws and regulations (including Title VI, Title IX, Section 504, Title II of the ADA, ADEA, Clery and VAWA).	
Knowledge of alternate dispute resolution and conflict resolution practices.	
Experience in conducting trainings on civil rights topics, in higher education conduct management for students and employees, and in legal compliance in higher education.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Bar Admission	If a J.D. candidate, active bar license (any state) preferred		Desired	
	NABITA Behavioral Intervention Team Standards & Best Practices Certification preferred		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					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.