AUBURN
Human Resources

Asst VP, Equal Opportunity Compliance

Job Description

JOB INFORMATION

Job Code	KC23
Job Description Title	Asst VP, Equal Opportunity Compliance
Pay Grade	HR16
Range Minimum	$130,410
33rd %	$173,880
Range Midpoint	$195,610
67th %	$217,340
Range Maximum	$260,810
Exemption Status	Exempt
Approved Date:	12/15/2023 11:54:21 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Equal Opportunity Compliance

JOB SUMMARY

Reporting to the VP, Institutional Compliance & Security, the Assistant Vice President Equal Opportunity Compliance leads the university's compliance in all subject areas related to protected status civil rights, including discrimination, harassment, and retaliation laws. In doing so, the AVP, for EO Compliance supports the university's commitment to a caring compliance approach to maintaining a working and learning environment free of discrimination, harassment, and retaliation.

RESPONSIBILITIES

- Provides strategic guidance and decision-making in all areas pertaining to compliance with protected status civil rights laws and regulations. This involves collaborating with key stakeholders across the organization, conducting thorough risk assessments, and ensuring that the compliance strategy aligns with broader organizational goals.
- Monitors, supervises, and oversees overall campus-wide implementation and compliance with equal opportunity and non-discrimination laws and regulations, ensuring a comprehensive approach that includes regular audits, assessment of institutional practices, and the development of proactive initiatives. This involves collaborating with departmental leaders to establish clear communication channels and disseminate relevant policies. The role further extends to providing guidance on resolving complaints, conducting investigations when necessary, and implementing corrective measures to address identified issues.
- Provides strategic leadership. management, and programmatic direction of the university's non-discrimination/harassment efforts.
- Responsible for all functions of the university's AA/EEO Office, including the education, prevention, and investigative functions and ensuring proper structuring and staffing to maintain compliance and best practices.
- Oversees and manages the strategic & operational activities of the department, providing guidance, support, and direction to ensure the efficient and effective execution of tasks and the achievement of organizational goals. This includes recruitment/selection, professional development, corrective actions, and organizational planning.
- Maintains and develops expertise in all subject areas related to protected status civil rights compliance, including discrimination, harassment, and retaliation laws, policies, best practices, strategies, resources, and initiatives, with a focus on proactively identifying emerging trends and legal developments. This includes regularly engaging in professional development activities, staying abreast of industry benchmarks, and collaborating with relevant stakeholders to implement comprehensive and effective measures that not only address current compliance needs but also anticipate and mitigate future challenges in the realm of civil rights protection.

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	Supervises others with full supervisory responsibility.

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	No specific discipline. (Juris Doctorate is preferred).	and	10 years of		Or
Juris Doctorate		and	8 years of		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge and expertise in civil rights laws, including detailed analysis and application of federal and state laws, regulations, guidance, and requirements pertaining to ADA/504, Title IX, Title VII, Title VI, and any other applicable equal opportunity and affirmative action laws and regulations.	And
Knowledge of higher education policies and practices.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Travel Requirements:

None Required