



JOB INFORMATION

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| Job Code | EB42 |
| Job Description Title | Asst Dir, AA/EEO |
| Pay Grade | HR13 |
| Range Minimum | \$82,990 |
| 33rd % | \$105,120 |
| Range Midpoint | \$116,190 |
| 67th % | \$127,250 |
| Range Maximum | \$149,380 |
| Exemption Status | Exempt |
| Approved Date: | 7/30/2021 11:22:23 AM |
| Legacy Date Last Edited | 9/11/2018 |

JOB FAMILY AND FUNCTION

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| Job Family: | Human Resources |
| Job Function: | Equal Employment |

JOB SUMMARY

Reporting to the AA/EEO Director, serves as an independent gatekeeper and resource for Complainants and Respondent in the Title IX investigative process by issuing notices in the process, conducting meetings with the parties to answer questions, gathering additional information, and ensuring compliance with AU policy and federal regulations. Responsible for overseeing the day-to-day operations of the office and managing employees.

RESPONSIBILITIES

- Conducts a fair and impartial hearing between the parties, where one is requested, and manages the process without bias, ensuring that advisors to the parties do not openly participate in the hearing. Taking into account information gathered at the hearing as well as from the Preliminary Investigative Report, drafts a Notice of Outcome including findings, rationale, and sanctions, if applicable. Meets privately with each party to review the Notice of Outcome and explain next steps in the process. Forwards the Notice of Outcome to the Title IX Coordinator who issues the Final Notice of Outcome.
- Receives the Preliminary Investigative Report prepared by the Investigators and determines if additional interviews and/or reporting are required for clarity and accuracy. Receives a Recommendation of Responsibility or Non-Responsibility for policy violation from Investigators and meets with each of the involved parties prior to making a determination. Determines whether the Respondent is responsible for a policy violation.
- Provides daily oversight for the management of the office. Prepares performance evaluations for professional and administrative employees. Assists the Title IX Coordinator with the monitoring of full compliance with procedural requirements, record-keeping, and timeframes outlined in applicable departmental policies and provides timely updates to the University EEO Director and Title IX Coordinator.
- Notifies parties to a Title IX complaint that a complaint is commencing and includes in the written notice all specific details of the complaint and arranges for initial meetings with each party. Reads aloud to each party and reviews questions regarding the complaint and the process.
- Creates and delivers training, prevention, and education programs to students, staff, and faculty regarding sexual misconduct and sexual harassment.
- Performs other duties as assigned by the AA/EEO Director.

SUPERVISORY RESPONSIBILITIES

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| 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. |
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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 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 | Master's degree or Juris Doctorate required. A Master's degree in Education, Human Resources, Business Administration, Business Management, or related field. | And | 5 years of | Experience investigating and resolving discrimination complaints in a college/university or governmental setting. At least 1 year of management experience. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Advanced 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 or ability to gain thorough knowledge quickly. |
| Knowledge of current federal guidance regarding Title IX, Title VI, and Title VII. |

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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| Physical Demands Category: | Other |
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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.