

## Director, EEO & Title IX

### Position Information

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<b>Position Title</b>	Director, EEO & Title IX
<b>Open Internally or Externally</b>	External
<b>If faculty, tenure track status</b>	Not Applicable
<b>Reports to (title)</b>	Associate Vice President, People and Workplace Culture
<b>Department</b>	People & Workplace Culture (7i0)
<b>Requisition Number</b>	19085
<b>Position Type</b>	Replacement
<b>Job Category</b>	Administrative
<b>FT/PT</b>	Full-time
<b>Initial Work Location</b>	
<b>Starting Salary</b>	Based on qualifications
<b>Job Open Date</b>	10/18/2019
<b>Job Close Date</b>	
<b>Open Until Filled</b>	Yes
<b>Priority Review Date</b>	11/04/2019
<b>Job Summary</b>	<p>At Salt Lake Community College, we are committed to making our campuses safe and welcoming, and we understand the importance of having a strong equal opportunity and Title IX function to achieve this commitment. The Director of Equal Opportunity and Title IX will take the lead role in oversight of compliance requirements managed by the newly created Office of Equal Opportunity &amp; Title IX, as well as carrying out and supporting the college's commitment to diversity and inclusion for all members of the community through developing an equity-minded college. The Director will be responsible for oversight of employment-based discrimination investigations and may also investigate and/or be responsible for adjudicating claims of employment-based alleged discrimination or sexual harassment; maintaining and tracking all appropriate statistics as required by college policy, as well as federal and state laws and regulations; ensuring the prompt and appropriate investigation of all employment-based complaints related to discrimination and harassment; resolving complaints and administering remedies; maintaining a log of reports and disposition of complaints; and producing robust anti-discrimination training programs in collaboration with staff development; and ensuring the Office of Equal Opportunity &amp; Title IX is embedding collaborative links in its processes to the college's overall governance mechanisms involved with equity (i.e. standing committees involved with equity and inclusion and links to employee and student affinity groups) in support of the transformation efforts of special projects involving the President's Special Assistant for Inclusivity and Equity (Chief Diversity Officer).</p> <p>The Director will serve as the campus Title IX Coordinator and provide Title IX-related consultation to senior officials as necessary; oversee the activities of campus deputy Title IX coordinators in Student Affairs and elsewhere; ensure campus compliance with Title IX legal, regulatory and policy requirements; and design and implement appropriate Title IX training efforts, including maintaining compliant records of the same. The Director must independently manage and oversee complex projects as assigned and maintain appropriate confidentiality and discretion. This is an at-will position.</p>
<b>Essential Responsibilities</b>	Conduct investigations regarding complaints of discrimination, write an investigative plan—

<b>and Duties</b>	planning witnesses to be called, outlining questions to ask, planning documents to request, ensuring witnesses are interviewed, prepare affidavits and/or tape recordings (if interviews are recorded, investigator will be responsible for getting the affidavits signed and returned), gather relevant supporting documents, compile the investigative report, and write summary of the investigations. Prepare Federal and College reports and information, including the Federal EEO report and assist with the College Affirmative Action plan and goals, in coordination with appropriate College departments. Prepare reports on the work of the EEO office as needed with HR and others, as appropriate. Provide training to College departments and College wide on EEO laws, sexual harassment, and other college policies and procedures. Responsible for implementing with other appropriate college offices, college policies and procedures on Diversity, EO, and AA, Titles VII & IX, Section 504, and sexual harassment. Assist in responding to ad hoc requests from other college departments that concern the College's equal employment opportunity and affirmative action (EEO/AA) obligations or policy. Other duties as assigned by the Associate Vice President of People and Workplace Culture.
<b>Essential Responsibilities and Duties Continued</b>	
<b>Preferred Qualifications</b>	<p>Preferred Qualifications:</p> <ul style="list-style-type: none"> <li>• Juris Doctor</li> <li>• 5 or more years of supervisory experience of full-time employees</li> <li>• Prior and/or progressively responsible experience as an EEO Investigator/Director and/or in an academic setting,.</li> <li>• Success in program initiation, development and implementation through effective collaboration with other offices and individuals.</li> <li>• Ability to effectively design and deliver training programs to all constituencies of the campus and demonstrate accountability with respect to attendance and assess the effectiveness of these trainings.</li> <li>• Experience in handling institutional response to administrative agency complaints, such as EEOC/UALD complaints, strongly preferred.</li> <li>• Thorough working knowledge of college/university systems, preferably in a public/urban environment</li> <li>• Knowledge of trauma-informed practices and demonstrated ability to work effectively with survivors of assault</li> <li>• Experience in student conduct</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree with 7 years of experience in employment discrimination, sexual harassment/assault/violence, human resources, student life, or similar related field;</li> <li>• 3-5 years of supervisory experience of full-time employees</li> <li>• Progressively responsible experience in equal opportunity/affirmative action or human resources discrimination and harassment investigation.</li> <li>• Experience conducting internal investigations under Title IX, Title VI, and/or Title VII</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Oversee the development, implementation, and monitoring of appropriate policies, procedures, grievance processes and training programs related to and in compliance with Title IX and EEO/AA legislation, regulation, including the Office of Equal Opportunity &amp; Title IX case law college policies and procedures.</li> <li>• Develop and oversee processes for receiving complaints of sexual and interpersonal violence.</li> <li>• Effectively manage cases in compliance with Title IX requirements.</li> <li>• Document reports of sexual and interpersonal violence and discrimination, prepare statistical reports, and provide accurate information, as required</li> <li>• Organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints to be provided to the President, senior administrators, and Office of General Counsel</li> <li>• Collaborate with other campus offices, as needed, to coordinate and execute the college's response and investigation of complaints pursuant to Title IX in a timely and compliant manner, including but not limited to Human Resources, the Dean of Students and the Special Assistant to the President for Inclusivity and Equity (Chief Diversity Officer).</li> <li>• Oversee and train investigators. Oversee external investigators as appropriate. Assign cases to investigators and oversee all investigations to ensure compliance and best practices</li> <li>• Serve as lead investigator as necessary</li> <li>• Advise the complainant, respondent, and/or a third party about the reporting options and resources and supportive measures available at the College and in the community</li> <li>• Provide assistance to any college employee regarding how to respond appropriately to a report of rights violations or sexual or interpersonal violence</li> <li>• Serve as Equal Opportunity representative and collaborate with the Special Assistant to the President for the Inclusivity and Equity on shared areas of college representations in outward facing and inward face equity, inclusion and diversity work.</li> <li>• Investigate and resolve concerns and complaints of discrimination and harassment and retaliation</li> <li>• Provide inputs to professional staff development training for employees on their rights and</li> </ul>

	<p>responsibilities under the college’s anti-discrimination and affirmative action policies.</p> <ul style="list-style-type: none"> <li>• In collaboration with the college’s legal department, serve as a liaison officer to state and federal government compliance or investigation officers; and provide advice and updates to counsel</li> <li>• Work collaboratively with all stakeholders in an institutional culture of shared governance including contributing to and serving on standing committees in the college relating to equity, inclusion and diversity, e.g. President’s Council for Diversity, Inclusivity and Equity.</li> <li>• Ability to communicate effectively with a broad range of diverse people, ability, culture, ethnic background, to maintain good working relationships across the College.</li> <li>• Demonstrated ability to lead, collaborate, problem solve and inspire faculty, staff and students with differing interests and perspectives in a large and complex organization.</li> <li>• Experience and/or training in responding to complaints of sexual harassment and sexual violence as well as complaint investigation and resolution and grievances.</li> <li>• Demonstrated ability to lead, collaborate, problem solve and inspire individuals with differing interests and perspectives in a large and complex organization.</li> <li>• Skilled in effective investigation techniques, compiling, analyzing and reporting statistical data and ability to reach sound decisions and conclusion.</li> <li>• Demonstrated knowledge of and ability to interpret federal and state equal opportunity and non-discrimination laws and regulations, including Title IX, Title VII, Title VI, ADA and ADEA, sexual harassment and other applicable laws and regulations.</li> <li>• Must display sound judgment, be innovative and be a trusted advisor</li> <li>• Excellent communication skills – both written and oral; strong presentation and facilitation skills with an emphasis on training for a variety of constituencies</li> <li>• Demonstrated cultural competence and sensitivity to the concerns and needs of diverse student, faculty, staff, and administrator populations</li> <li>• Experience and/or training in responding to complaints of sexual harassment and /or sexual violence as well as complaint investigation and resolution and grievances</li> <li>• Ability to work with sensitive and stressful situations in a professional and confidential manner.</li> <li>• Ability to communicate effectively with a broad range of diverse people, ability, culture, ethnic background, to maintain good working relationships across the College.</li> <li>• Ability to work with and value all groups in a diverse academic, socioeconomic, cultural and ethnic background of community college students, faculty and staff, including those with disabilities</li> </ul>
<p><b>Non-Essential Responsibilities and Duties</b></p>	
<p><b>Special Instructions</b></p>	<ul style="list-style-type: none"> <li>• Full consideration will be given to applicants who apply on or before the priority review date indicated above.</li> <li>• More information about Salt Lake Community College benefits: <a href="http://i.slcc.edu/hr/docs/benefits-summary-current.pdf">http://i.slcc.edu/hr/docs/benefits-summary-current.pdf</a></li> </ul>
<p><b>FLSA</b></p>	<p>Exempt</p>
<p><b>SLCC Information</b></p>	<p>Salt Lake Community College (SLCC) is fully committed to policies of equal employment and nondiscrimination. The College does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.                  SLCC is a participating employer with Utah Retirement Systems (“URS”).                  This position may require the successful completion of a criminal background check.</p>

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

## Required Documents

### Required Documents

1. Resume / Curr. Vitae

### Optional Documents

1. Cover Letter
2. Letters of Reference
3. Other Doc