



Director, Equal Opportunity Office (EOO)/Title IX Coordinator

The University of Georgia (UGA) invites applications and nominations for the position of Director of the Equal Opportunity Office/Title IX Coordinator.

SUMMARY OF POSITION

The Director of the Equal Opportunity Office (EOO) is responsible for ensuring the University provides a fair and respectful environment for students, faculty, and staff that is free from discrimination and harassment on the basis of protected categories. The Director also holds the positions of Title IX Coordinator and ADA/Section 504 Coordinator. The Director supervises the Equal Opportunity Office and is responsible for managing, and providing analysis and guidance with respect to, all institutional compliance efforts with federal and state laws and regulations addressing discrimination and harassment, as well as with University System of Georgia nondiscrimination policies, including the development of policies and procedures governing the reporting, investigation, and adjudication of claims of discrimination and harassment. The Director also oversees EOO's mission to educate the University community about discrimination and harassment, as well as participating in the University's prevention programs.

SUPERVISORY RELATIONSHIPS

The Director reports directly to the President of the University through the Chief of Staff. The Director supervises the staff of the Equal Opportunity Office, including several investigators, an affirmative action specialist, and office manager.

KEY FUNCTIONS AND EXPECTATIONS

- Develops and maintains campus-wide non-discrimination and anti-harassment policies and procedures governing the reporting, investigation, and adjudication of complaints, including: the determination and effective implementation of supportive or interim measures; the evaluation of requests for confidentiality and access to sensitive records; and the effective oversight of the investigation process and implementation of remedies.
- Provides strategic guidance and decision-making in all areas pertaining to regulatory compliance and nondiscrimination on the basis of sex (e.g., Title IX of the Education Amendments of the 1972 Civil Rights Act ("Title IX"), the Violence Against Women Act Reauthorization of 2013 ("VAWA"), the Campus Sexual Violence Elimination Act ("Campus SaVE"), Title VII of the Civil Rights Act ("Title VII"), and other related state and federal regulations and USG policy requirements), including:
 - Development and administration of campus-wide Title IX sexual harassment prevention training, education programs, and sexual assault awareness training for all faculty, staff, and students;
 - Training of hearing panels to adjudicate claims of Title IX sexual harassment against students, faculty, and staff; and
 - Development and management of institutional compliance efforts on gender discrimination, athletics equity, and related matters.
- Advises appropriate units, including the Disability Resource Center and the Division of Human Resources, on employee and student requests for accommodations under the ADA, Section 504, and other applicable disability laws.
- Manages University's response to and collaboration with civil rights investigations.



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- Selects, trains, and oversees EOO staff members, including investigators and specialists.
- Develops and maintains the University's Affirmative Action Plan (AAP), coordinating with the Division of Human Resources and the Office of Faculty Affairs to ensure that employment practices operate in a nondiscriminatory manner and that applicable procedures are followed.
- Serves on various University committees, as requested, particularly those related to the work of EOO.
- Training and oversight of the University's Ombudspersons for faculty, staff and students.

MINIMUM REQUIREMENTS

- Law degree (JD) from an American Bar Association accredited law school and a member in good standing of the State Bar of Georgia or immediately eligible for admission.
- Six years of experience in employment law or higher education equal opportunity work.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES

- Knowledge of the legal constraints and opportunities for higher education in Georgia and through Federal programs and regulations.
- Knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints.
- Proven ability to serve as the principal campus advisor to senior management regarding policies, procedures, and programs that have a campus-wide impact; proven technical expertise in prevention, resolution and remediation of complaints of discrimination and harassment and related policies. This position is considered a subject matter expert on civil rights matters in higher education as they relate to the University community.
- Proven record of progression in leadership positions and ability to lead a complex organization.
- Expertise in education, training, prevention, investigation, and resolution of issues regarding non-discrimination and harassment.
- Demonstrated analytical, problem-solving, project planning and implementation skills and ability to lead a team of investigators and trainers who provide advanced consulting, relationship building, and strategic thinking.
- Proven record of providing strategic guidance, advising, and decision making in all areas pertaining to compliance and nondiscrimination on the basis of sex (e.g., Title IX, Title VII, VAWA, other related state and federal laws and regulations, and university policy requirements), as well as other protected categories outlined in university non-discrimination policies and federal/state law, including familiarity with the requirements of the Title IX Final Rule published on May 19, 2020 (85 FR 30026).
- Ability to develop and manage institutional compliance efforts on gender discrimination, sexual harassment, retaliation, sexual assault, athletics equity and related civil rights investigations.
- Knowledge of Executive Order 11246, as amended; The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and the Office of Federal Contract Compliance Programs (OFCCP) Regulations.

UGA is ranked among the top 20 public universities in *U.S. News & World Report*. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton.



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UGA was founded in 1785 by the Georgia General Assembly as the birthplace of public higher education in America. UGA employs approximately 2,000 full-time instructional faculty and more than 7,000 full-time staff. The University's enrollment exceeds 38,500 students, including over 29,500 undergraduates and over 9,000 graduate and professional students. Academic programs reside in 17 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens. Additional information about the University of Georgia is available at <http://www.uga.edu/>.

Applications: Applicant screening will begin immediately. Candidates are encouraged to submit their materials by Sunday, October 11, 2020; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant's credentials and experience meet the needs, responsibilities, and qualifications stated above; a current resume; and contact information for three references (who will not be contacted without further correspondence with the applicant).

All applicants must apply online at <https://www.ugajobsearch.com>. Please see the job posting at: <http://www.ugajobsearch.com/postings/169777>

To request a descriptive **Opportunity Profile** for this position, provide a nomination, or seek additional information, please contact Mary Ann Cottle, Primary Consultant with the UGA Search Group, 706-542-5769 or mafoil@uga.edu. Letters of recommendation or a simple nomination should include the name and contact information for the nominee.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. As such, the University of Georgia is especially interested in candidates who can contribute to the diversity and excellence of the academic community. We not only strongly encourage women, minorities and other diverse candidates to consider applying for this position, but we also maintain that all candidates should share our commitment to diversity and inclusion. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (HRWeb@uga.edu). Please do not contact the department or search committee with such requests.