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## Auburn University Job Description

Job Title:	<b>Spec, Title IX/EEO</b>	Job Family:	No Family
Job Code:	<b>EB04</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Responsible for the review of recruitment and selection decisions at Auburn University for compliance with Equal Employment and Affirmative Action regulations and principles. Responsible for investigating complaints regarding the violation of Title IX guidelines and of University policies on sexual misconduct, gender-based misconduct, harassment, and related incidents.

### Essential Functions

1. Reviews the recruitment plans and selection decisions for faculty, administrative, professional, and staff positions for compliance with Equal Employment and Affirmative Action regulations and principles and the Auburn University Affirmative Action Plan.
2. Participates in interviews with parties involved in violation complaints including, but not limited to, complaining student or employee, responding student or employee, witnesses, and any other critically involved party while ensuring only lawful and relevant questions are asked. Reviews all relevant information and takes detailed notes of information to be used in documentation and official reports of the case.
3. Reviews various case reports ensuring information is presented accurately and in an impartial and objective manner. Collaborates within department to determine findings and sanctions based on case-specific information, precedent, and inherent fairness in accordance with relevant policies and procedures while weighing the credibility of involved parties and considering mitigating and exacerbating factors.
4. Conducts training for employees at AU Human Resources Development sessions on anti-harassment and discrimination principles and associated University policy. Conducts employee AU Human Resources training on the Americans with Disabilities Act and the reasonable accommodation process.
5. Maintains advanced knowledge of guidelines set forth by Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act as well as all University policies pertaining to civil rights protections.
6. Coordinates with law enforcement and attends court hearings, if applicable based on varying factors which may occur during case investigation.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Education, Human Resources, Business Administration, Business Management, or related field. Master's degree preferred.
<b>Experience (yrs.)</b>	2	Experience in higher education conduct management, whether for students or employees; interpreting policy language; working with and maintaining confidential records and information; and writing detailed reports.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Advanced knowledge of Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act. Knowledge of University policies pertaining to civil rights protections. Knowledge of current federal guidance regarding Title IX, Title VI, Title VII, and the ADA.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing,

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/25/2018

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