
Auburn University Job Description

Job Title: Dir, AA/EEO

Job Family: No Family

Job Code: EB17

Grade HR16 114,100 - \$228,200

FLSA status: Exempt

Job Summary

Directs the Affirmative Action, Equal Employment, and American with Disabilities Act compliance function of Auburn University.

Essential Functions

1. Designs and administers Auburn University's Affirmative Action Plan to include (but not limited to) analyzing and preparing reports on workforce representation and census/availability data, identifying goals, and recommending actions to resolve under representations.
2. Manages EEO discrimination or harassment allegations to include investigating and resolving issues related to harassment and discrimination made by faculty, staff, and students.
3. Manages EEO recruitment/selection compliance function to include developing/updating policy and procedures, and training hiring authorities on making non-discriminatory selection decision.
4. Coordinates American with Disabilities Act practices to include assisting disabled employees with reasonable accommodations.
5. Advises all levels of management and administration on issues related to Affirmative Action, Equal Employment law, and provisions of the Americans with Disabilities Act.
6. Develops and delivers workshops/training on non-discrimination, harassment prevention, and ADA laws for various audiences.

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.

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>
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
Experience (yrs.)	5	Experience in the administration and/or management of affirmative action plans, equal employment compliance functions, and/or American with Disabilities Act compliance

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of laws, regulations and policies related to Affirmative Action, Equal Employment, and other policies and regulations related to fair and equal treatment of employees

Certification or Licensure Requirements

None Required.

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 walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, .

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

Date: 3/5/2015
