
Auburn University Job Description

Job Title: **Asst Dir, AA/EEO**

Job Family: No Family

Job Code: **EB42**

Grade HR13 \$77,000 - \$138,600

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. Creates and delivers training, prevention, and education programs to students, staff, and faculty regarding sexual misconduct and sexual harassment.
6. Performs other duties as assigned by the AA/EEO Director.

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	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.
Experience (yrs.)	5	Experience investigating and resolving discrimination complaints in a college/university or governmental setting. At least 1 year management experience.

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 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.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Date: 9/11/2018
