



## Job Description

**Job Title:** Assistant Director Equal Opportunity **Grade:** L  
**Department:** Human Resources **FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Performs a variety of complex administrative tasks related to researching and providing advice on complying with government employment policy and regulation, monitoring of College employment policies related to discrimination. Serves as a liaison between the college and federal equal opportunity agencies (U.S. Equal Employment Opportunity Commission and the U.S. Office of Civil Rights).

### **Characteristic Duties and Responsibilities:**

1. Counsels employees and students regarding their rights and responsibilities under equal opportunity laws, regulations and college policies.
2. Responds to, negotiates and mediates complaints filed by employees and students.
3. Works with legal counsel in response to federal agency inquiries and allegations from employees and students.
4. Coordinates implementation and utilization of the college's mediation program.
5. Works with the Director of Employee Relations and Retention on coordinating discrimination and harassment avoidance training.
6. Assists the Director of Employee Relations and Retention and the Director of Recruitment and Selection to interpret equal opportunity data and reports. Coordinates programs and initiatives to enhance diversity at the college.
7. Administers and ensures adequate delivery of interpreting services for employees and students.
8. Serves as a liaison for the college with external disability advocacy groups.
9. Enhances coordination of disability services to ensure reliable services to employees and students.
10. Performs other duties as assigned.

### **Reporting Relationships:**

***Direction Received:*** Reports to the Associate Vice President of Human Resources

***Direction Given:*** Direct supervision as a first line supervisor over administrative support staff

### **Minimum Requirements:**

Bachelor's degree from an accredited college or university in human resources management, education administration or related field and three years of experience in an equal opportunity, employee relations or human resources generalist role; mediation, PHR or SPHR certification preferred

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

October 2009



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of minority outreach and recruitment strategies  
Ability to work well with individuals from diverse backgrounds  
Strong communications skills, written and verbal  
Strong analytical skills  
Knowledge of human resources and employee relations practices  
Skills in mediation, negotiation, counseling and research  
Knowledge of applicable federal, state laws, regulations and college policies and procedures  
Knowledge of budgeting principles and procedures  
Knowledge of general student services and development theory and practices  
Leadership and supervisory skills

### **Working Conditions:**

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences

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