Title: Director, Equal Opportunity & Access

Pay Scale Group: 21-1

Position Description

This position has primary responsibility for overseeing and providing direction on matters pertaining to equal employment opportunity and compliance. The incumbent has responsibility and oversight of the University’s programs related to protected class discrimination and harassment program for students, faculty and staff, recognizing that these programs are inherently linked and adhere to the same principles and policies. This position serves as a campus designated Deputy Title IX Coordinator. This position reports to the Chief Human Resources Officer and supervises a team of investigators and prevention specialists.

Job Description

This position will support the campus’s efforts in providing an open, diverse and inclusive learning and working environment by overseeing the campus’s compliance with Title VI, Title VII, Clery Act, VAWA and other federal, state and Regent antidiscrimination laws, regulations and requirements. This position also plays an integral role in Title IX oversight. Key responsibilities include but are not limited to:

Characteristic Duties

Leading efforts across the campus to ensure compliance with statutory and regulatory requirements as they relate to antidiscrimination laws and policies;

Overseeing the development and delivery of campus-wide education, training and outreach programming related to antidiscrimination law and policy;

Coordinating and ensuring the timely completion of the campus’s response and investigation of complaints pursuant to antidiscrimination laws and policies, including sexual harassment and sexual misconduct as well as other forms of protected class harassment and discrimination;

Serving as the central resource for all constituencies on issues related to protected class discrimination and harassment;

Playing a key role in the campus’s collective efforts to build and maintain a safer and more equitable campus climate for all members of the community;

Collaborating with the campus Title IX Coordinator to develop and implement a long-term vision for the campus around programs, services, education and assessment of Title IX – including but not limited to sexual harassment and sexual violence, dating and intimate partner violence and stalking;

Advising and collaborating with the Student Affairs, the Chief Diversity Officer, Office of General Counsel and others as appropriate, on the status of initiatives, case management trends, challenges and resource needs;
Collaborating and working closely with other Title IX professionals throughout the campus to educate, train and support members of the campus about Title IX including sexual violence, harassment and the impacts of substance use on consent and protected class discrimination and harassment;

Collaborating with the University of Cincinnati Police Department to support compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act");

Developing, implementing and overseeing a communication plan in accordance with HR department goals;

Insuring University compliance with all applicable federal and state laws relating to EEO, including but not limited to: ADA, Veterans Affairs, Title VII and ORC 4412;

Providing consultation and campus wide strategy to Senior Management at the University in all EEO related matters;

Developing, implementing, managing and overseeing the systemization of HR metrics to insure effective customer service and statutory compliance with applicable EEO statues;

Supervising exempt and non-exempt staff;

Performing related duties based on departmental need;

Oversight and/or direct responsibility for Deputy Title IX duties as related to staff.

**Minimum Qualifications**

- Bachelor’s degree and ten (10) years of experience -or- Master’s/Graduate level degree and seven (7) years of progressively responsible experience in employee relations, equal opportunity/affirmative action or human resources discrimination and harassment investigation. JD preferred.
- A minimum of three years of supervisory experience in equal opportunity/affirmative action or human resources discrimination and harassment investigation and personnel.
- Experience and/or training in responding to complaints of sexual harassment and sexual violence as well as complaint investigation, resolution and grievances.
- Experience collaborating with other departments and developing campus/company-wide strategies for implementation of programs to prevent discrimination and harassment.
- Demonstrated ability to lead, coordinate and inspire individuals with differing interests and perspectives in a large and complex organization.
- Demonstrated knowledge of and ability to interpret federal and state equal opportunity and non-discrimination laws and regulations, including Title XII, sexual harassment and other applicable laws and regulations.
- The successful candidate must have strong organization, planning, analytical and problem resolution abilities; demonstrated ability to communicate effectively both verbally and in writing; excellent interpersonal skills; ability to understand the needs of the campus and to work collaboratively with students, faculty, staff, administrators and community partners.

**Ideal Qualifications**

The successful candidate must have strong organization, planning, analytical and problem resolution abilities; demonstrated ability to communicate effectively both verbally and in writing; excellent interpersonal skills; ability to understand the needs of the campus and to work collaboratively with students, faculty, staff, administrators and community partners. Supervisory experience preferred. Experience working in a large, public university preferred.