



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director of Institutional Equity
Status: Full-time, 35 hours/week
Grade: 17
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports to: Associate Vice President for Diversity, Equity and Inclusion

PRIMARY PURPOSE:

Serve as an educator, trainer and spokesperson at the college regarding issues of access, equity, opportunity and Title IX. Ensure that the spirit of the college's AA/EEO policies are being developed and maintained in all areas. Maintain record-keeping procedures and conduct compliance reviews. Conduct or supervise investigations and monitor complaints of civil rights violations including discrimination, harassment and sexual misconduct under Title IX. Provide counseling, technical assistance, compliance, and training as needed, in matters related to equity, diversity, affirmative action, unlawful harassment prevention, and sexual misconduct prevention.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Affirmative Action/EEO:

- Maintain record keeping for harassment and discrimination complaints and provide training on equal opportunity, affirmative action, and related issues; and consult with individuals and departments on harassment issues and concerns. Report findings involving employees to the Director of Human Resources (findings regarding faculty will also be submitted to the Provost) for review and/or appropriate action.
- Develop and review institutional policies and procedures for compliance with federal and state civil rights laws, regulations, and guidelines; and consult with college faculty, staff and students on issues of discrimination, equal opportunity, affirmative action and diversity within those areas.
- Work collaboratively with the administration, faculty and staff to address and implement goals and objectives related to AA/EEO, equity matters as outlined in the college's strategic plan.
- Chair committees relating to DEI as charged by the VP of External Relations & DEI and/or the Office of the President. Prepare reports and maintain data relevant to any committee assignments.
- Responsible for reviewing and investigating ADA complaints; may work with Director Human Resources on employee requests for accommodations and the Disability Services Center on cases involving students.
- Report as needed to the Board of Education and Postsecondary Commission on matters related to Affirmative Action and Title IX.

Title IX:

- Coordinate the compliance program for Title IX, monitoring and implementing actions to comply with Title IX in accordance with other related federal laws and regulations promoting commitment to a work and learning environment free from discrimination, harassment and sexual misconduct.
- In collaboration with the, Student Affairs and Academic Affairs, and Office of Human Resources develop and/or administer on-going training, education materials, resource guides, and communications related to Title IX policies and procedures.
- Develop and implement all necessary Title IX documentation and policies, including maintaining and updating Title IX website.
- Oversee Title IX investigation processes to ensure compliance; develop and implement a case management plan for each reported Title IX incident; and maintain electronic tracking and record keeping system of Title IX training/complaints.
- Report findings involving employees to the Director of Human Resources (findings regarding faculty will also be submitted to the Provost) for review and/or appropriate action; report findings involving students to the VP for Student Success for review and/or appropriate action.
- Review and ensure that the college's policies, procedures, protocols and practices comply with Title IX regulations and make appropriate recommendations.
- Provide leadership to the Title IX Team at the college
- Develop and/or support development of campus climate surveys.
- Prepare annual statistical report on the number, nature and disposition of complaints, identifying patterns and making recommendations.
- Stay current with regard to regulations and statute relating to gender-based violence including, but not limited to, Title IX and VAWA. Act as the college's representative when attending related conferences and communicating with federal government compliance or investigation officers.
- Identify appropriate resources available to faculty, staff, and students for additional support during investigations.
- Serve as the college's expert on Title IX requirements and compliance and provide consultation to senior officers as necessary.

Occasional Job Functions:

Perform other duties as may be assigned by the Interim Vice President for External Affairs and Diversity, Equity, and Inclusion.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree, with a minimum of five years of relevant field experience

OR

In lieu of a Master's degree, a Bachelor's degree *with* a minimum of seven years of relevant field experience.

Additional Experience:

- Three of the years of experience must have been managing AA/EEO and diversity programs, including responding to complaints.
- Experience analyzing and reporting on affirmative action and equal opportunity data.
- Experience administering Title IX and/or handling Title IX investigations.

Skills, Knowledge, and Abilities:

- Demonstrated ability to lead, coordinate and inspire individuals with different perspectives in a large and complex environment and to work collaboratively with faculty, staff, students, administrators and community partners.
- Demonstrated knowledge of and ability to interpret federal and state equal opportunity and non-discrimination laws and regulations including Title IX, and other applicable laws and regulation such as: AA/EEO, Title VI, Title VII, Title IX, VAWA and the Campus Save Act, the ADA of 1990 and Amendment Act of 2008, Sections 503 and 504 of the Rehabilitation Act, the VRRRA, the Veterans' Readjustment Assistance Act and USERRA and any related regulations.
- Demonstrated ability to administer Title IX.
- Demonstrated experience in counseling and conflict resolution techniques.
- Demonstrated ability to develop contacts with external constituencies representing protected classes.
- Demonstrated commitment to the principles of affirmative action as well as the promotion of cultural diversity.
- Ability to organize, coordinate and supervise support staff.
- Excellent interpersonal, oral and written communications skills, as well as a strong ability to problem solve.
- Possess good basic knowledge and ability to use and apply computer technology.

PREFERRED:

- Bilingual in English / Spanish (fluent in speaking and writing) strongly preferred.
- JD and five years of progressively responsible experience in employee relations, equal opportunity/affirmative action or human resources or related field.
- Experience conducting or supervising discrimination and harassment investigations.
- Experience and/or training in responding to complaints of sexual harassment and sexual violence as well as complaint investigation and resolution.
- Experience collaborating with other units and developing campus wide strategies for implementation of programs to prevent discrimination and harassment.
- Previous higher education experience in a senior-level administrative position.
- Experience in a unionized environment.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.