

POSITION DESCRIPTION

TITLE: Assistant Vice President of Equity and Inclusion, Title IX Coordinator – (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Assistant Vice President of Equity and Inclusion, Title IX Coordinator (AVP) reports directly to the Vice President for Equity and Strategic Initiatives (VP) and helps lead the Division of Inclusive Diversity, Equity, Accessibility, and Accountability (IDEAA). The AVP assists the VP in providing strategic oversight of, and support for, equity- and inclusion-related programs, services, policies, communications, and training at the College. The AVP also works closely with the Vice President for Student Affairs to provide evidence-based leadership to advance the College towards its goals of nurturing and sustaining a campus climate of inclusive diversity for students, faculty, and staff. The AVP supports IDEAA initiatives to fulfill the College's strategic goals including attracting and retaining students who thrive in and respect a diverse learning community; attracting and retaining diverse staff and faculty; and providing learning opportunities to engage campus community members in understanding, challenging and abating injustices. The AVP designs, implements, and assesses campus-wide inclusive diversity initiatives. The AVP serves as the Title IX Coordinator and oversees Section 504/Americans with Disabilities Act (ADA) compliance. The AVP collaborates with the Office of Human Resources on College matters related to Equal Opportunity/Affirmative Action laws and regulations and co-chairs the College's Bias Response Team. The AVP supervises the staff of the Office of Title IX Compliance and Training and coordinates the Title IX Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Co-chairs the Bias Response Team.
- Provides and assesses diversity and inclusion resources and trainings for faculty, staff and students.

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- Partners with the Vice President for Equity and Strategic Initiatives to design, implement, and assess institutional inclusive diversity and equity initiatives to ensure alignment with the College's mission, ethos and strategic plan initiatives.
- Leads College Title IX personnel to ensure that Title IX training and sexual violence prevention initiatives are strategic, comprehensive, compliant, and evidence-based.
- Supervises the staff of the Office of Title IX Compliance and Training and coordinates the campus-wide Title IX Team to ensure that sexual harassment issues are addressed in compliance with federal and state laws and regulations and aligned with best practices in the field.
- Partners with the Office of Accessibility Services and Office of Human Resources to ensure that accommodations are administered in accordance with College policy, the Americans with Disabilities Act (ADA) and other applicable law, and consults with various College offices on physical access and electronic information technology accessibility.
- Collaborates with the Assistant Vice President of Human Resources to implement the College's annual Affirmative Action goals and initiatives.
- Develops, promotes and monitors implementation and impact of College policies and procedures for non-discriminatory practices, in compliance with local, state, federal rules and regulations, as well as community needs.
- Prepares an annual equity report, with recommendations.
- Serves on campus committees relevant to inclusion, equity, and non-discrimination.
- Serves as a Campus Security Authority.

MINIMUM QUALIFICATIONS:

- Education: Minimum of Master's degree or law degree; advanced degree preferred in cultural diversity, higher education administration, human resources, or other relevant discipline.
- Experience: Demonstrated experience leading inclusive diversity initiatives, their development, implementation and assessment; Demonstrated knowledge of complaint resolution, investigations and grievances. Knowledge of and ability to interpret federal and state non-discrimination laws and regulations, including Title IX, sexual harassment, Americans with Disabilities Act and other applicable laws and regulations is required. Experience working in student affairs, student counseling, and/or human resources is strongly recommended; higher education experience is preferred.
- 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; demonstrated decision-making and administrative skills; ability to understand the needs of the College and to work collaboratively with students, faculty, staff, administrators and community partners.

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- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.
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