

## POSITION DESCRIPTION

**POSITION:** (Interim) Director of Affirmative Action and Minority Student Affairs

**REPORTS TO:** President

**JOB SUMMARY:** To provide leadership within the Community College in all areas regarding Minority Student Affairs and Affirmative Action

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare an annual Affirmative Action Plan for the College; serve as liaison between the College and state and federal compliance agencies.
- Serve as liaison between the college and enforcement agencies, minority organizations and community action groups concerned with employment opportunities for minorities, individuals with disabilities and women.
- Articulate the Community College goals, principles and procedures to external agencies, organizations and institutions of higher education.
- Provide leadership for the integration of resources, programs, activities and services for the benefit of minorities within the College community.
- Formulate, in concert with college departments, objectives consistent with equal employment opportunity and state and federal laws.
- Keep the institution informed of the latest developments in affirmative action policies and laws.
- Advise administration, faculty and staff regarding the aims and requirements of equal opportunity and affirmative action programs; assess and monitor institutional processes to assure their positive impact upon minority students.
- Review the qualifications of all employees to ensure that minorities, individuals with disabilities and women are given full opportunities for transfers and promotions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (CONT.)**

- Ensure that the spirit of the college's EEO policies are being developed and maintained in all areas and that, if necessary, added emphasis and encouragement is offered in order that the program goals and objectives may be realized to the fullest degree possible.
- In conjunction with the Office of Human Resources, implementing recruitment programs for minorities, individuals with disabilities and women.
- Initiate and propose, in cooperation with affected offices and groups, such changes relating to employment, student recruitment, student life, public affairs and academic matters, as may be appropriate in furthering the College's Affirmative Action/Equal Opportunity commitment.
- Coordinate, advise and support student organizations and student services groups representing minority and protected group students, such as services for individuals with disabilities, women's groups, etc.;
- Coordinate compliance responsibilities emanating from Sections 503 and 504 of the Rehabilitation Act of 1973 and Federal Title I and V of the Americans with Disabilities Act (ADA) of 1990, as amended.
- Ensure the work environment will be made accessible for individuals with disabilities through such efforts as: modifying the job site, offering support services and guaranteeing special and adapted equipment will be available to employees and students, so as to provide a reasonable accommodation, when possible.
- Coordinate and provide guidance in all hiring decisions and in recruiting members of protected classes; ensure compliance with Affirmative Action regulations regarding position openings and job descriptions.
- Recruit, hire, train, and promote all job classifications for applicants with a disability.
- Receive and resolve cases and complaints of discrimination based on gender, race, disability, color, religion, and any other protected class as established by federal and state law, from students and employees; provide counsel to individuals and groups regarding potential discrimination complaints or concerns.
- Maintain a timely awareness of changes in Federal and State legislation regarding Affirmative Action and Equal Opportunity; advise appropriate officials thereof.
- Prepare reports for internal and external departments and/or agencies.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions

**QUALIFICATIONS:**

Master's degree in Student Personnel, Counseling or related discipline required. At least 3 years of professional experience in an Affirmative Action/Minority Affairs office required. Excellent interpersonal and communications skills essential. Current knowledge of Affirmative Action/Equal Opportunity laws and regulations essential.

***CCRI is an Equal Opportunity / Diversity Employer.***

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.*

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