



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Director, Affirmative Action, Equal Opportunity
POSITION NO.	503026
LOCATION	Department of Institutional Equity and Human Resources
REPORTS TO	Director, Human Resources
GRADE	BOE 13
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES	Support Staff
REVISION DATE	June 2023

JOB SUMMARY:

Through multiple initiatives that build and strengthen an inclusive and diverse CCRI culture, the Department of Institutional Equity and Human Resources provides leadership and guidance to the CCRI campus community on issues of equity to foster inclusive learning and workspaces.

The Assistant Director of Affirmative Action, Equal Opportunity, and Diversity will participate in the development, implementation, and monitoring of affirmative action/equal opportunity employment programs in compliance with Federal and State government regulations, Board of Governors' policy, and the college's goals to enhance diversity.

The Assistant Director will oversee the compilation of statistical data for inclusion in the state and federal plans, compliance reviews and progress reports. Will assist in conducting investigations, monitoring complaints of discrimination and harassment and provide training and counseling in matters relating to equity, diversity and affirmative action. The Assistant Director will also work with the Department of Institutional Equity and Human Resources on issues related to the search procedures, trainings and complaint resolutions.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

Policies and Compliance:

- Assist the Director in evaluating and implementing affirmative action, equal employment opportunity and diversity policies and goals, in compliance with government legislation.
- Assist in the review of administrative and hiring procedures used to fill each position for compliance with Equal Employment Opportunity and affirmative action regulations.
- Formulate the College's Affirmative Action and diversity plan.
- Coordinate Title IX complaints and serve as Title IX investigator.
- Manage efforts to ensure that all hiring processes adhere to the college's equity and diversity goals.
- Work within a highly confidential and sensitive environment.

Data Collection and Reporting:

- Oversee the compilation of statistical data for inclusion in the state and federal action plans, compliance reviews and progress reports.
- Conduct investigations and produce written reports on findings.
- Assist in record-keeping procedures, compliance reviews, audits and reporting procedures pertaining to all facets of the College's Affirmative Action Plan. Gather and interpret data requested by persons or groups either on or off campus.
- As necessary, generate internal reports for the CCRI community.
- Assist in writing and developing research and funding opportunities.

Education:

- Conduct training and provide counsel, support, and referral for individuals and groups with concerns regarding equity, diversity and affirmative action at the College.
- Provide current information to the various campus and state communities concerning matters related to education, equity and affirmative action. Such activities may include classroom instruction, involvement in course and curriculum development, workshops, and training sessions on related topics.

Departmental Support:

- When necessary, provide coverage for the Director and represent the office at various meetings and events.
- Responsible for the updating and maintenance of the relevant portions of the Institutional Equity and Human Resources website.
- Work within a highly confidential and sensitive environment.
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

- Personal computers, printers and word processing, database management and spreadsheet software; PeopleAdmin, Oracle, PeopleSoft, graphics and Web software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Demonstrated ability to communicate effectively verbally and in writing.
- Demonstrated strong interpersonal skills and the ability to work with culturally-diverse populations.
- Demonstrated ability to maintain and update websites.
- Will have a Master's degree in labor relations, public administration, education or related field, and/or other advanced degree (e.g., J.D.).
- Will be a Certified Affirmative Action Professional.
- Will have demonstrated evidence of conducting investigations and producing written reports for agencies such as the Rhode Island Commission for Human Rights, the Equal Employment Opportunity Commission, and the U.S. Department of Education, Office of Civil Rights.

PREFERRED QUALIFICATIONS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.