

**Class Code:.....0131**  
**Position #: (NUNC)...6065**  
**Developed by:.....LMK**  
**Reviewed by:.....RHL; LK**  
**Approved by:.....RLC**  
**Date:.....4/92, 7/98, 4/00**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Director, Affirmative Action, Equal Opportunity & Diversity  
**DIVISION:** President's Office  
**REPORTS TO:** President  
**GRADE:** 17  
**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Reporting to the President of the University, the Director will serve as an educator and spokesperson on the campus and in the community regarding issues of affirmative action, equal opportunity and diversity, and will develop, implement, supervise and monitor affirmative action/equal opportunity employment programs in compliance with government regulations, Board of Governors' policy and the University's goals to enhance diversity within the University community. Other responsibilities will include maintaining record-keeping procedures, conducting compliance reviews, preparing AA/EEO reports and plans, and monitoring all stages of job searches. The Director will be responsible for handling and monitoring complaints of discrimination and harassment and for providing training and counseling in matters related to equity and affirmative action.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Establish and implement affirmative action/equal opportunity programs in compliance with government legislation and the University's goals.

Provide leadership to the campus and state communities concerning matters related to equity and affirmative action and provide leadership in educating these groups as to the broad benefits of affirmative action. Such activities may include classroom instruction, involvement in course and curriculum development, the development and conduct of conference and workshops related to topics of equity and affirmative action and conducting or supervising research studies on related issues.

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Serve as a member of the President's staff to promote the goals of affirmative action in policy and procedural matters.

Coordinate, facilitate and provide expertise and support to campus groups and individuals such as: Handicapped Services, Minority Student Affairs and Women's Studies. Provide linkages and enhance the sense of community among the four divisions and several campuses of the University regarding affirmative action matters.

Coordinate and provide guidance in all hiring decisions and in recruiting members of special populations. Review hiring procedures used to fill each position for compliance with affirmative action regulations and exercise approval in this regard before any staff or faculty position can be filled.

Initiate and propose, in cooperation with affected offices and groups, changes relating to employment, student recruitment, student life, public affairs and academic matters, as may be appropriate in expanding the University's commitment to promote equity and access for special populations.

Provide counsel, support, and referral to individuals and groups with concerns regarding equity and affirmative action at the University.

Revise and refine the Affirmative Action Plan and procedures on a continuing basis.

Articulate the University's goals, principals and procedures for equity and affirmative action to outside agencies and groups such as State and Federal offices, agencies assisting in finding qualified candidates for positions and personnel from other colleges and universities.

**OTHER DUTIES AND RESPONSIBILITIES:**

Supervise the record-keeping procedures, compliance reviews, audits and reporting procedures pertaining to all facets of the University's Affirmative Action Plan.

Coordinate policies pertaining to Title VI and Title IX.

Write and prepare AA/EEO report and plans. Gather and interpret data requested by persons or groups either on or off campus.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

REQUIRED: Master's or equivalent advanced degree; at least three years of experience managing AA/EEO and/or diversity programs, preferably in higher education, as well as demonstrated knowledge of and ability to apply and monitor AA/EEO and ADA/504 laws and regulations; demonstrated experience in counseling and conflict resolution techniques; experience as an educator or trainer in diversity and affirmative action issues; demonstrated ability to develop contacts with external constituencies representing protected classes; experience working with culturally diverse populations; demonstrated commitment to the principles of affirmative action; ability to organize, coordinate, and supervise support staff; excellent interpersonal and communications skills. Experience within a unionized environment desirable.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

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