

Class Code:.....0222-Rev
Position # :(NUNC).....
Developed by:.....SG
Reviewed by:.....LF; RG
Approved by:.....LK
Date:.....8/99; 6/04; 5/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Affirmative Action, Equal Opportunity, and Diversity

DIVISION: President's Office

REPORTS TO: Director, Affirmative Action, Equal Opportunity, and Diversity

GRADE: 13

SUPERVISES: Support staff

BASIC FUNCTION:

Provide supervision for the day-to-day operation of the Affirmative Action, Equal Opportunity and Diversity Office. 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 University's goals to enhance diversity. Oversee the compilation of statistical data for inclusion in the state and federal plans, compliance reviews and progress reports. Assist in conducting investigations, monitoring complaints of discrimination and harassment. Provide training and counseling in matters relating to equity, diversity and affirmative action. Work with the Human Resources Office on issues related to the search procedures, trainings and complaint resolutions. Coordinate the AAEOD Office's participation in training for the URI community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the supervision of the day-to-day operations of the AAEOD Office.

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.

Responsible for the review of department and college outreach and retention programs and/or initiatives.

Assist in the formulation of the University's affirmative action and diversity plan through the identification of funding resources, and the development of specific programs to promote institutional change.

Conduct investigations and produce written reports on findings.

Assistant Director, Affirmative Action, Equal Opportunity & Diversity (0222)
Page 2 of 3

Oversee the compilation of statistical data for inclusion in the state and federal action plans, compliance reviews and progress reports.

Conduct training and provide counsel, support, and referral for individuals and groups with concerns regarding equity, diversity and affirmative action at the University.

When necessary, provide coverage for the Director and represent the office at various meetings and events.

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.

Responsible for the updating and maintenance of the AAEOD website.

OTHER DUTIES AND RESPONSIBILITIES:

Identify and develop resources to be utilized for collaborative initiatives and programs that enhance student, faculty and staff sense of community, and create linkages among the five divisions and several campuses of the University.

Assist in record-keeping procedures, compliance reviews, audits and reporting procedures pertaining to all facets of the University's Affirmative Action Plan. Gather and interpret data requested by persons or groups either on or off campus.

Work within a highly confidential and sensitive environment.

As necessary, generate internal reports for the URI community.

Assist in writing and developing research and funding opportunities.

Perform 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.

QUALIFICATIONS:

REQUIRED: Master's degree and/or other advanced degree, e.g., J.D.; at least two years of experience working with equal opportunity or affirmative action

programs which requires the ability to monitor the application of AA/EEO laws and regulations; demonstrated ability to prepare and present findings and recommendations from detailed studies and reports; demonstrated experience in conducting investigations on discrimination and harassment, and producing written notes and findings; demonstrated ability to communicate effectively verbally and in writing; demonstrated strong interpersonal skills and the ability to work with culturally-diverse populations; demonstrated experience in supervisory position(s); demonstrated ability to maintain and update websites; demonstrated ability to work in a highly confidential and sensitive environment; demonstrated experience in developing and facilitating trainings.

PREFERRED: Master's degree in labor relations, public administration, education or related field, and/or other advanced degree (e.g., J.D.); certified Affirmative Action Professional; demonstrated knowledge of any of the following laws: Title VI, Title VII and Title IX, the ADA Act of 1990, and the Amendment Act 2008; and the Veterans Readjustment Assistance Act of 1974, as amended; demonstrated evidence of conducting investigations and producing written reports for agencies such as the R.I. Commission for Human Rights, the Equal Employment Opportunity Commission, and the U.S. Department of Education, Office of Civil Rights.

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