



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Associate Director, Office of Civil Rights & Title IX
<b>POSITION NO.</b>	503026
<b>LOCATION</b>	Warwick Campus
<b>REPORTS TO</b>	Division of Institutional Equity, Human Resources and Organizational Development
<b>GRADE</b>	BOE 13
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Support Staff
<b>LIMITATION (if applicable)</b>	Subject to renewal after annual review.
<b>REVISION DATE</b>	September 2024

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**JOB SUMMARY:**

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

The Associate Director of the Office of Civil Rights & Title IX will serve as the principal institutional official responsible for coordinating, implementing, and overseeing compliance with Title IX of the Education Amendments of 1972 (Title IX), the Violence Against Women Reauthorization Act (VAWA), Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and other assigned federal and/or state laws/regulations.

The Associate Director will serve as the Title IX Coordinator and ADA/Section 504 Coordinator, and will oversee, coordinate and monitor complaints, investigations, responses, and resolutions to complaints of civil rights violations including discrimination, harassment and sexual misconduct. The Associate Director will select, supervise and train investigators and other internal Title IX team members such as Deputy Title IX Coordinators and Advisors.

The Associate Director will serve as an educator, trainer and spokesperson at the college regarding issues of access, equity, opportunity, and state and federal civil rights. The Associate Director will develop and implement educational programs regarding discrimination and harassment prevention, ensuring faculty, staff and students understand their rights, and, where applicable, responsibilities under the law.

The Associate Director will collaborate with campus entities and CCRI leadership to identify and address systemic issues. The Associate Director will work to strengthen the culture that supports safe and respectful learning and working environments on campus.

The Associate Director will ensure that policies and procedures related to affirmative action, equal opportunity, equity, diversity, inclusion, access, discrimination and harassment are being developed and maintained in all areas. The Associate Director 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 Associate Director will oversee the compilation of statistical data for inclusion in the state and federal plans, compliance reviews and progress reports. The Assistant Associate 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.

### **• Complaints:**

- Oversee, coordinate and maintain processes for receiving all Title IX, Title VI and Title VII complaints and reports of sexual harassment, sexual violence, and related allegations of misconduct. Keep affected parties apprised of the status of complaints. Ensure investigations of reports and complaints of sexual misconduct are adequately reliable, timely, confidential and impartial. Manage cases in compliance with Title IX, Clery and VAWA requirements. Fill other Title IX roles when necessary and allowable.
- Serve as the institutional custodian of record of all Title IX, harassment, discrimination, sexual misconduct (including sexual assault and inappropriate sexual conduct), domestic violence, dating violence, stalking and related retaliation records for internal and external reporting purposes by maintaining documentation and records of complaints, investigations, and reports. Safeguard their confidentiality.
- Select, train and oversee a designated internal Title IX team across critical areas of the institution; ensure investigators, adjudicators, advisors, and others who are involved with processes complaints of civil rights violations are adequately trained.
- Communicate with local law enforcement, campus police and local government agencies to ensure reports are handled appropriately and in a timely manner; coordinate with local victim advocacy organizations and service providers.
- Maintaining and updating civil right complaint website and case management system.

### **• 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.
- Develop and implement programs and initiatives designed to educate and support faculty, staff and students regarding their rights and obligations under Title IX and other civil rights laws, including reporting options/responsibilities, support services, CCRI policy and applicable grievance procedures, and confidential resources.
- Provide educational programs regarding discrimination and harassment prevention; prepare and disseminate educational material, to include brochures, posters and web-based materials that inform members of the CCRI community of civil rights and Title IX rights and responsibilities; deliver training to college constituents to promote knowledge of institutional policies and pertinent federal and state standards.

### **• Policies and Compliance:**

- Ensure ongoing compliance with Title IX and other relevant civil rights laws by collecting and analyzing data, writing comprehensive reports and maintaining records of investigations.
- Identify systemic problems relating to accessibility and complaints of civil rights violations and determine whether campus-wide resources should be adopted in response, including review and revision of relevant policies and procedures, and increased education and prevention efforts.
- Collaborate with leadership and campus constituencies to disseminate information, redesign processes, and support CCRI processes, collaborate and coordinate with compliance partners within CCRI to support overlapping compliance needs and responsibilities.
- Monitor, audit, and oversee compliance with CCRI policies and procedures and federal/state laws and regulations. Compliance areas include but are not limited to Title IX, Title VI, Title VII, ADA, Section 504, VAWA and the Clery Act. Recommend solutions to identified areas of compliance exposure, review solution implementation.
- Develop and review institutional policies and procedures for compliance with federal and state civil rights laws, regulations, and guidelines, and consult with faculty, staff and students on issues of discrimination, equal opportunity, affirmative action, access, diversity, equity and inclusion within those areas.
- Work with DSS on issues related to accessibility and accommodations for students. Receive, review, and make

- determinations regarding reasonable accommodations requests for faculty and staff.
- Assist the Vice President 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 Plan.
- 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:**

- Develop and maintain ongoing campus-wide climate surveys to assess CCRI's overall understanding of sexual and dating violence, discrimination and harassment, and gender-based issues and trends. Monitor survey data, identify and address any patterns, and assess effects on campus climate.
- 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.
- Writing and developing research and funding opportunities.

• **Departmental Support:**

- When necessary, provide coverage for the Vice President 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:**

- Master's degree and/or other advanced degree, e.g., J.D.; required.
- 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; required.
- Demonstrated ability to prepare and present findings and recommendations from detailed studies and reports; required.
- Demonstrated experience in conducting investigations on discrimination and harassment, and producing written notes and findings; required.
- Demonstrated experience in supervisory position(s), required.
- Demonstrated experience in developing and facilitating trainings, required.

**PREFERRED 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, and/or other advanced degree (e.g., J.D.).
- 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.

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

**Knight Campus**

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