**Director of Equal Opportunity**

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| **Position Number:** | 00013389 |
| **Department:** | Human Resources |
| **Campus:** | University Services/University of Maine |
| **Date of Issue:** | November 2020 |

Reporting to the Chief Human Resources Officer, the Director of Equal Opportunity (“EO”) is responsible for providing experienced leadership and management in the effective administration of Equal Employment Opportunity (EEO) and Title IX programs to achieve UMS’ institutional goals and objectives. This individual is responsible for planning, coordinating, implementing and exercising authority for policy making, organization, control, integration, and completion of all functions of the University of Maine System (“UMS”) EO office. The individual in this role is responsible for implementing initiatives that support the UMS’s commitment to diversity and inclusion in recruitment, selection, and employment.

**RESPONSIBILITIES:**

**Equal Employment/Affirmative Action**

• Manage the development, coordination, and implementation of affirmative action plans in compliance with federal and state statutes and support campuses in their efforts to increase diversity and inclusion in recruitment, selection, and employment

• Responsible for developing and maintaining protocol for data collection, management, and analysis of employment statistics related to equity and diversity

• Assist constituents to develop action plans to meet affirmative action and equal employment opportunity goals

• Oversee EO staff’s outreach work with schools, departments, and administrative units to identify diversity and inclusion goals and timetables

• Assist units with assessments of performance towards goals

• Develop and maintain auditing protocol and controls to measure compliance

• Provide counsel to UMS’s executive management on the development of EEO/AA plans and related policy matters

**Diversity, Equity, and Inclusion**

• Track, monitor, and evaluate activities related to faculty, and staff recruitment,

interviewing, selection activities to discern their impact efforts toward diversity and

inclusion in the hiring, promotion, transfer, and retention of employees

• Identifies training needed on topics related to equal opportunity, non-discrimination, sexual harassment, Title IX, and diversity

• Develops and delivers training related to diversity equity and inclusion topics

**Process Oversight**

• Oversees the investigation of formal internal complaints of alleged EO and Title IX discrimination and/or harassment; collaborates with management on recommendations for corrective action, if appropriate.

• Compiles and submits data reports related to complaints, hiring statistics, and diversity information as required by management. State, local, and federal regulatory agencies.

• Oversees the work of the campus Title IX coordinators and deputy coordinators

**Leadership**

• Supervise Equal Opportunity staff members

• Serve on UMS committees and participate in strategic planning as appropriate in

capacity as EEO/AA Officer, to quickly identify and address issues, problems and

strategies affecting the affirmative action planning and implementation processes,

enhancement of cultural diversity, and advancement of equal access to university

sponsored educational opportunities

• Conduct outreach efforts among various groups to disseminate UMS’s EEO/AA information

• Identify and develop relationships with key organizations and associations to help create a more diverse employee population

**Compliance**

• Review and evaluate university policies and procedures for program compliance; make recommendations for revisions as appropriate

• Oversees the completion of all EO related compliance reports.

• Oversees ADA/504 compliance and the provision of reasonable accommodations to employees, students, and the public.

**QUALIFICATIONS:**

* Advanced degree required
* Six years of progressive practical experience in policy development, EEO issues, harassment, Title IX or employment discrimination complaints.
* Experience in a public and higher education setting
* Proven expertise in setting strategic direction, designing and implementing effective plans/programs
* Knowledge of federal/state regulations related to employment and employee relations, including but not limited to EEO, ADA, FLSA, FMLA, Title IX, and Title VII
* Ability to maintain a high level of confidentiality while handling multiple priorities
* Ability to communicate effectively with diverse populations verbally and in writing.
* Experience in litigation/mediation preferred

**Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.**