

Family: Legal and Compliance

Level: EX3

Position Profile Title: Executive 3-EOA

Salary Grade	Minimum	Midpoint	Maximum
10	\$124,812	\$171,660	\$218,496

PROFILE SUMMARY:

Positions in this job profile are responsible for providing strategic leadership for university wide equal opportunity, affirmative action and access with broad impact across the university. Responsibilities include budget and resource allocation and management. They develop, implement, and evaluate philosophy, short and long-range goals and objectives. Employees provide the overall guidance and direction to support the development, implementation and enforcement of plans, policies, procedures, systems, programs and performance standards. They establish and direct the execution of strategic plans.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Executive 3-EOA profile is the strategic leadership for equal opportunity, affirmative action and access compliance programs, efforts and strategies for the university. This position reports directly to the University President.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides vision, leadership, coordination, and strategic planning for equal opportunity, affirmative action and access compliance programs and services throughout the University.
2. Serves as the University's Title IX Coordinator and monitors and coordinates policy related to sexual misconduct and compliance with Title IX, the Violence Against Women's Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), the Clery Act, and other relevant compliance activities to ensure that all requirements are met and that policy is updated as required.
3. Advises senior leadership on emerging issues, laws, regulatory changes and requirements related to equal opportunity, affirmative action, and accessibility efforts to foster commitment and support from executive leadership and other University stakeholders.
4. Ensures compliance with University policies, procedures and guidelines, industry standards, and local, state and federal laws and regulations.
5. Develops, and maintains relationships with internal and external stakeholders to promote compliance programs and strategies.
6. Provides leadership, supervision and direction for assigned staff. Hire and train employees; plan, assign and review work, establish goals for each position and assess performance through completion of written evaluations; act on disciplinary issues, up to and including dismissal; address grievances, developing a framework for corrective actions as necessary.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; makes decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department



Family: Legal and Compliance

Level: EX3

Position Profile Title: Executive 3-EOA

Salary Grade	Minimum	Midpoint	Maximum
10	\$124,812	\$171,660	\$218,496

- Direct team
- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by department and university strategy, mission and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work other directors, including planning and reviewing work.

Develops and approves multiple budgets and exceptions to budgets for multiple units.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

J.D. or advanced degree in subject relevant to position.

Three years' leadership experience with the ability to set challenging and attainable goals, set priorities, and work with and inspire others to high levels of creative performance, and to leverage ideas into action.

3 years of experience and demonstrated expertise and training in affirmative action and/or anti-discrimination law.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.