

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF DIVERSITY AND INCLUSION - TITLE IX COORDINATOR

PAY GRADE: A-15

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for leading efforts to cultivate an environment that values and demonstrates the institution's commitment to diversity, equity, and inclusion (DEI). The position will be responsible for developing, supporting, and implementing college-wide diversity and inclusion strategies and programs. Serve as the college's Title IX coordinator to ensure the institution's compliance with federal and state discrimination and sexual harassment laws, including but not limited to, Title VII, Title IX, Clery Act, and Violence Against Women Act (VAWA). Responsible for developing and implementing policies and procedures to maintain compliance with federal and state discrimination and sexual harassment laws and college Equity and annual EEO reporting. Provides technical expertise on issues pertaining to employee relations, diversity, affirmative action, equal access/equal opportunity (EA/EO) compliance, Title IX, the Florida Educational Equity Act, and the implementation of various equity initiatives and programs.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A Bachelor's degree from an accredited college or university is required. A Master's degree is preferred. Four years of experience in the Title IX & Equity field may be substituted for the degree requirement.
2. Years of experience in the field: Minimum of three years full-time experience related to post-secondary federal and state discrimination and sexual harassment laws & Equity (EEO Reporting) development, implementation, practice and oversight required. Two years of full-time experience working in a higher education institution or corporate environment enforcing compliance with federal and state discrimination and sexual harassment laws, including but not limited to, Title VII, Title IX, Clery Act, and Violence Against Women Act (VAWA) required. Management experience preferred.
3. Special skills or abilities related to the position: Strong organizational, interpersonal, presentation, and communication skills. Demonstrated ability to work independently in a time-sensitive environment is required. Demonstrated ability to work with individuals from a variety of backgrounds and at all organizational levels is required. Knowledge of the procedures, practices, and services related to all federal and state discrimination and sexual harassment laws, as well as diversity, equity, and inclusion.

PREREQUISITES FOR POSITION (Qualification Standards):Special skills or abilities related to the position (continued):

Ability to synthesize complex data and create, present, and disseminate reports. Strong research and computer skills. Knowledge of the college mission and of goals and objectives in meeting the mission.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for day-to-day application and review of institutional policies and practices to ensure compliance with meeting federal and state discrimination and sexual harassment laws.
2. Serves as the point of contact for all Title IX, and Title VII complaints and reports of gender discrimination, sexual harassment, sexual violence, and related allegations of sexual misconduct as they impact students or the academic environment.
3. Prepares and disseminates educational materials, including brochures, posters, and web-based materials that inform members of the campus community of Title IX rights, diversity, and equality responsibilities in the workplace.
4. Ensures reported federal and state discrimination and sexual harassment laws and EEO complaint incidents are submitted to the proper committees and legal representatives (as necessary) to ensure a timely and efficient process is established for each complaint and recorded and maintained in accordance with college procedures.
5. Ensures the college complies with the administrative goals of Title IX, Equal Employment Opportunities, and diversity which require the institution to remove barriers that prevent people on the basis of sex, from participating in educational opportunities and careers.
6. Collaborates with appropriate personnel to ensure the development, implementation, and monitoring of appropriate disclosure, policies, procedures, and practices designed to comply with federal and state legislation, regulation,
7. Develops, implements, and/or oversees collegewide nondiscrimination and harassment training and prevention programs as well as programs to promote mutual understanding and competency; Includes training for investigators, hearing panels, advisors, and hearing committees. Training may include online and in-person workshops and presentations. Works in close collaboration with Human Resources to implement training programs.
8. Coordinates collegewide strategic efforts aimed at the prevention of sexual violence and other forms of sex and/or gender-based discrimination.
9. Provides guidance in efforts to conceptualize, assess, nurture, and cultivate an open, diverse and inclusive educational environment.
10. Ensures prompt, effective, and equitable intake of Title IX investigations and findings and ensures timely resolution of all instances of sex/gender discrimination made known to responsible employees and/or reported or filed by students or in relation to student situations.

ESSENTIAL JOB FUNCTIONS (continued):

11. Identifies and communicates necessary action to eliminate sex and/or gender-based discrimination in all educational programs and activities; and ensures that student access to facilities, opportunities, and resources is gender equitable throughout the college.
12. Participates in self-directed professional reading, develops professional contacts with colleagues, and attends professional development courses and training as appropriate to ensure a full understanding of the legal requirements and best practices related to compliance with Title IX, Title VII, VAWA, and other related federal and state laws;
13. Monitors all applicable federal and state laws, regulations, and other legal guidance regarding nondiscrimination and harassment; provide analysis of laws and recommends changes to college policies and procedures as necessary and appropriate. Develops, writes, revises, edits, and produces documents related to Title IX processes, policies, and procedures.
14. Maintains the appropriate computer files for monitoring and managing all records and communication protocols regarding Title IX, Title VII, and related laws, including grievances, disposition reports, and other records related to compliance.
15. Provide regular and annual reports on Title IX complaints and disposition, including all related federal compliance reporting.
16. Interviews, selects, assigns, and evaluates the performance of the Title IX investigative committee and members.
17. Oversight of the college diversity, equity, and inclusion program, and annual EEO reporting; prepares annual equity report; provides administrative support to Diversity and Inclusion Committee
18. Lead the development and implementation of diversity goals and objectives in the collegewide strategic and diversity plans. Advises the College's recruitment and retention of underrepresented groups. Monitors, evaluate, and assesses the adequacy of the diversity of candidates in the hiring and screening process. Works with Human Resources to develop recruitment strategies that attract underrepresented candidates.
19. Review and analyze data in collaboration with Institutional Research and Effectiveness to monitor the achievement of collegewide diversity, equity, and inclusion goals and objectives.
20. Supervise support staff as assigned.
21. Some travel is required to participate in professional organizations and conferences. A valid state license is required.
22. May occasionally be required to work a flexible schedule including evenings and weekend hours.
23. The employee is required/expected to be available by phone, text message, or e-mail through the use of a cell phone to respond to work-related issues whenever needed or assigned.
24. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

ESSENTIAL PHYSICAL SKILLS:

- Ability to drive a college vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, reaching up, Twisting, and Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.
- Travels to various training and conferences statewide.
- May travel to other CF campuses as needed.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus, Bldg. 3, RM 116

SUPERVISOR OF POSITION: VICE PRESIDENT - INSTITUTIONAL EFFECTIVENESS AND COLLEGE RELATIONS