

Job Vacancy Notice

Job Title: Associate Director of Compliance and Diversity

Job ID: 20751

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Hostos Community College is seeking to fill the position of Associate Director of Compliance and Diversity. Reporting to the Chief Diversity Officer (CDO), the selected candidate will serve as the Deputy Title IX Coordinator and conduct thorough and impartial investigations related to discrimination, harassment, and retaliation.

The duties will include, but are not limited to, interviewing complainants and respondents; identifying and interviewing witnesses; gathering and assessing information relevant to investigations; and appropriately applying the relevant CUNY policies to determine findings of fact in individual cases. S/he will also prepare comprehensive written reports of information obtained during investigations, including summarizing witness interviews and other evidence that has been gathered.

The Associate Director of Compliance and Diversity will be responsible for assisting in efforts and creating opportunities to define, assess, and promote Diversity, Equity, and Inclusion (DEI) as well as cultural proficiency. The successful candidate will help to implement plans, programs, and activities that educate and motivate the college community to hold pluralism and inclusion as core values while helping to establish a climate that respects diversity.

Specific duties include, but are not limited to, the following:

- Under supervision of the CDO, investigate complaints of discrimination, sexual misconduct, and retaliation pursuant to CUNY policies.
- Ensure effective, efficient, thorough, and impartial investigations that emphasize attention to detail, accuracy, and relevance in the fact-finding process. Appropriately document interviews and investigative findings.
- Assist in ensuring compliance with federal, state, and city laws and regulations and University-wide mandates.
- Serve as case manager to ensure timely response and processing of all complaints and other office matters.
- Assist with training related to Title IX/Enough is Enough (EIE), EEO, Diversity and other compliance initiatives.
- Disseminate information related to programs, activities, and initiatives designed to foster a climate that respects pluralism and diversity.
- Collaborate with the Human Resources Department, Dean of Students Office, and Legal Affairs Office to ensure compliance with EEO, OFCCP and other compliance initiatives.
- Assist in preparing and submitting internal and external reports, including the federally mandated Affirmative Action Plan.
- Assist with employment search processes, including but not limited to: reviewing

composition of search committees and search documents, recommending ad placements, and approving applicant pools.

- Collaborate with the Dean of Students Office regarding student complaints and other issues.
- Attend meetings and coordinate with University offices to ensure consistency in CUNY-wide policies.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

The following qualifications are preferred:

- Master's Degree, Juris Doctor, or other doctoral degree in a related field
- Knowledge of applicable regulatory requirements, laws and guidelines including Titles VI, VII, and IX, ADAA, Section 504, state and local disability laws and CUNY policies
- Successful record of leading or facilitating the completion of diversity and inclusion initiatives, preferably in a higher education setting
- Experience conducting investigations in EEO/AA and diversity arenas
- Effective conflict resolution skills and the ability to determine mutually acceptable solutions for difficult problems with competing interests
- Excellent interpersonal, analytical and oral/written communication skills
- Computer applications proficiency in Microsoft Word, Excel, Powerpoint, Access, and PeopleSoft

CUNY TITLE OVERVIEW

Manages diversity policies, procedures, and initiatives to support CUNY's strong commitment to a diverse and respectful workplace.

- Oversees the implementation, administration, and communication of diversity programs
- Collaborates with the college Chief Diversity Officer and campus management to develop and implement programs, prepare plans and reports, perform internal compliance audits, and resolve questions and concerns
- Prepares and trains on CUNY compliance mandates and relevant city, state, and federal statutes such as Title VII, Title IX (Sexual Harassment Policies), Section 504, and the Americans with Disabilities Act
- Collects, analyzes, and prepares reports, identifying and presenting findings, patterns and trends, and recommending college policy and procedural changes
- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

\$81,855 - \$84,678; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter and three professional references.

CLOSING DATE

Open until filled with review of applications to begin July 9, 2019.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.