



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE Equity Compliance Officer

PERSONNEL STATUS: PIN/Exempt

DEPARTMENT: Office of the President

OPEN DATE: October 22, 2014

CLOSING DATE: Open Until Filled Initial Screening: November 5, 2014

The Equity Compliance Officer coordinates the university's efforts to ensure compliance with federal and state anti-discrimination laws. The position requires sound judgment and skill in applying equal opportunity principles, along with a strong commitment to fairness. The Equity Compliance Officer serves as the university's Title IX Coordinator and ADA Coordinator.

Responsibilities:

- Investigating discrimination and/or harassment complaints to include interviewing complainants, respondents and witnesses, and reviewing and analyzing documents and other evidence, and making determinations.
- Interpreting university policies and procedures, local, state and federal rules and regulations related to equal opportunity, including the Title VII Civil Rights Act of 1964; Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) of 1990, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act (ADEA) of 1967, Age Discrimination Act of 1975, U.S. Department of Labor's Office of Federal Contract Compliance Programs regulations on Affirmative Action, Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, and the Governor's Executive Order 01.01.2007.16-Code of Fair Employment Practices.
- Preparing position statements, reports and responses to complaints and requests for information and serving as the university's representative in fact finding conferences, mediations, and other administrative proceedings.
- Developing and implementing policies and procedures, and conducting workshops and training for university faculty and staff.
- Keeping abreast of continuing developments in the equal opportunity, affirmative action, and Title IX.

Qualifications: Bachelor's degree required. Law degree or graduate degree in Human Resources, or a related field preferred. Minimum of five (5) years professional experience with demonstrated success investigating complaints relating to discrimination, preferably in a college or university setting. Demonstrated knowledge of and ability to interpret federal and state equal opportunity and non-discrimination laws and regulations, including Title IX, Violence Against Women Act (VAWA), and SaVE Act. Knowledge of the Clery Act, and FERPA. Experience conducting training or workshops. Strong analytical, interpersonal and organization skills; excellent oral and written communications skills and time management skills; ability to function effectively under pressure, manage multiple projects and demonstrate discretion, integrity, sensitivity and fairness. Ability to work independently and confidentially and meet critical deadlines. Strong computer skills required.

SALARY: Commensurate with experience

RANGE: III

APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
JOBS@bowiestate.edu**

Bowie State University is an Equal Opportunity/Affirmative Action Employer

Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application.pdf>

In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.