



## Staff Position Description

### Section 1: Identifying Information

Position Title:	Assistant Director for Employment, Compliance, and Workforce Diversity
Department	Human Resources
Status:	Full Time: 12months
Supervisor:	Chief Human Resources Officer (Brett Last)
Date:	6/27/19
Band: ---	FLSA Status: Exempt

### Section 2: Position Summary

The Assistant Director for Employment, Compliance and Workforce Diversity in conjunction with the Chief Human Resources Officer, and in partnership with the Title IX Deputy Coordinator, and hiring supervisors, functions as the College's HR Compliance resource and investigates, complaints against faculty or staff, involving unlawful harassment (Title VII), VAWA, Title IX, Equal Employment O



5. Supervise the Employment Coordinator who works with department chairs and supervisors to determine needs for open positions.
6. Serves as the recorder/ Historian for labor contracts and provides guidance to the HR Client Partners on escalated employee issues within the bargaining units that relate to past practice. Collaborates with the CHRO on escalated issues involving contract interpretation. Supports contract negotiations as needed.
7. Acts as the owner and subject matter expert related to core employment policies as described in the Employee Handbook. Works with internal and external partners (e.g. legal counsel) as appropriate on necessary updates to ensure ongoing compliance.
8. Works with other stakeholders in HR to audit key employment and recruitment practices such as I compliance and adherence to the College's background screening protocols.
9. Partners with the Vice President for Strategic Planning and Institutional Diversity and other campus stakeholders/constituents on diversity initiatives with a particular focus on initiatives that relate to the employee experience as well as initiatives aimed at improving the recruitment and retention of diverse employees.
10. Performs other related duties as assigned, including, but not limited to, participating in cross functional human resources projects as assigned based on annualized goals or departmental needs.

#### Section 4: Judgment, Discretion and Complexity

Must be able to lead through collaboration and influence. Must be able to make decisions and provide advice on a wide range of HR related matters. These matters will range from tactical to strategic, and will range in impact and complexity. These matters, in some cases, will directly impact the organizational design, college culture, and/or employment relationship.

#### Section 5: Relationships and Resource Management

The Employment Coordinator will report directly to this position. Additionally, the Assistant Director will need to maintain positive relationships and collaborate with all members of the HR Team. In order to be successful in this position they will need to cultivate relationships of trust and respect with stakeholders at all levels across campus. Must be able to seamlessly navigate shifting priorities and have the ability to balance demands across multiple constituencies.

#### Section 6: Qualifications and Competencies

Education: Bachelor's degree is required. A Master's degree in a related discipline is preferred.

Experience: 5-7 years of experience

experience in higher education is desirable. Must be comfortable working with MS Office products and HRIS systems. Ability to thrive in a team oriented environment is required as is a demonstrated commitment to professional integrity.

### Section 7: Physical Work Environment

This position is based in an office environment.

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Supervisor Signature

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Date

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Employee Signature

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Date