



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Assistant Director, Affirmative Action, Equal Opportunity, and Diversity

**LOCATION:** Department of Institutional Equity and Human Resources

**REPORTS TO:** Director, Human Resources

**GRADE:** BOE 13

**WORK SCHEDULE:** Non-standard 35 hours per week

**SUPERVISES:** Support Staff

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

**BASIC FUNCTION:**

Through multiple initiatives that build and strengthen an inclusive and diverse CCRI culture, the Department of Institutional Equity and Human Resources provides leadership and guidance to the CCRI campus community on issues of equity to foster inclusive learning and workspaces.

The Assistant Director of Affirmative Action, Equal Opportunity, and Diversity will participate in the development, implementation, and monitoring of affirmative action/equal opportunity

employment programs in compliance with Federal and State government regulations, Board of Governors' policy, and the college's goals to enhance diversity.

The Assistant Director will oversee the compilation of statistical data for inclusion in the state and federal plans, compliance reviews and progress reports. Will assist in conducting investigations, monitoring complaints of discrimination and harassment and provide training and counseling in matters relating to equity, diversity and affirmative action. The Assistant Director will also work with the Department of Institutional Equity and Human Resources on issues related to the search procedures, trainings and complaint resolutions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Commitment to CCRI's Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Identify and develop resources to be utilized for collaborative initiatives and programs that enhance student, faculty and staff sense of community, and create linkages among the five divisions and several campuses of the University.

### **Policies and Compliance:**

- Assist the Director in evaluating and implementing affirmative action, equal employment opportunity and diversity policies and goals, in compliance with government legislation.
- Assist in the review of administrative and hiring procedures used to fill each position for compliance with Equal Employment Opportunity and affirmative action regulations.
- Formulate the College's Affirmative Action and diversity plan.
- Coordinate Title IX complaints and serve as Title IX investigator.
- Manage efforts to ensure that all hiring processes adhere to the college's equity and diversity goals.
- Work within a highly confidential and sensitive environment.

### **Data Collection and Reporting:**

- Oversee the compilation of statistical data for inclusion in the state and federal action plans, compliance reviews and progress reports.
- Conduct investigations and produce written reports on findings.
- Assist in record-keeping procedures, compliance reviews, audits and reporting procedures pertaining to all facets of the College's Affirmative Action Plan. Gather and interpret data requested by persons or groups either on or off campus.
- As necessary, generate internal reports for the CCRI community.
- Assist in writing and developing research and funding opportunities.

### **Education:**

- Conduct training and provide counsel, support, and referral for individuals and groups with concerns regarding equity, diversity and affirmative action at the College.
- Provide current information to the various campus and state communities concerning matters related to education, equity and affirmative action. Such activities may include classroom instruction, involvement in course and curriculum development, workshops, and training sessions on related topics.

### **Departmental Support:**

#### **Knight Campus**

- When necessary, provide coverage for the Director and represent the office at various meetings and events.
- Responsible for the updating and maintenance of the relevant portions of the Institutional Equity and Human Resources website.
- Work within a highly confidential and sensitive environment.
- Other duties as required.

**MINIMUM REQUIREMENTS:**

- Master's degree and/or other advanced degree, e.g., J.D.; required.
- At least two years of experience working with equal opportunity or affirmative action programs which requires the ability to monitor the application of AA/EEO laws and regulations; required.
- Demonstrated ability to prepare and present findings and recommendations from detailed studies and reports; required.
- Demonstrated experience in conducting investigations on discrimination and harassment, and producing written notes and findings; required.
- Demonstrated experience in supervisory position(s), required.
- Demonstrated experience in developing and facilitating trainings, required.

**COMPETENCIES:**

The most suitably qualified candidate will possess the following competencies:

- Demonstrated ability to communicate effectively verbally and in writing.
- Demonstrated strong interpersonal skills and the ability to work with culturally-diverse populations.
- Demonstrated ability to maintain and update websites.
- Will have a Master's degree in labor relations, public administration, education or related field, and/or other advanced degree (e.g., J.D.).
- Will be a Certified Affirmative Action Professional.
- Will have demonstrated evidence of conducting investigations and producing written reports for agencies such as the R.I. Commission for Human Rights, the Equal Employment Opportunity Commission, and the U.S. Department of Education, Office of Civil Rights.

**LICENSES, TOOLS AND EQUIPMENT:**

- Must have access to and use of own transportation.
- Personal computers, printers and word processing, database management and spreadsheet software; PeopleAdmin, Oracle, PeopleSoft, graphics and Web software.

**ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:  
<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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