



JOB INFORMATION

<i>Job Code:</i>	117107
<i>Job Title:</i>	Equal Opportunity Coordinator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Title IX
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	8 Individual Contributor
Equity & Equal Opportunity Coordinator	

JOB SUMMARY

Under the direction of the department vice president, responds to external federal, state, and local government agency discrimination, harassment, or gender-based misconduct complaints and/or legal compliance issues. Conducts internal reviews regarding claims against the university (e.g., determining facts, authoring responses, mediation where appropriate). Collaborates with partners to collectively respond on behalf of the university to external complaints from other federal regulatory authorities (e.g., ED-OCR, HHS-OCR, DOL-OFCCP). Conducts research and gathers data for special projects and/or to respond to government compliance reviews. Coordinates and provides responses for external audits; collects and maintains information necessary for audit-readiness.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Juris Doctor (JD)	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	in a directly related field

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in legal and/or regulatory compliance fields in an educational institution or large, complex organization.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Direct experience managing equal opportunity programs and EEO matters in higher education/complex organizations, and supporting institutional strategic initiatives.
X		Direct experience collaborating with multi-disciplinary project teams and navigating organizational change in a decentralized environment.
X		Thorough knowledge of local, state, and federal laws and regulations, and institutional personnel policies and procedures governing discriminatory practices and equal opportunities.
X		Knowledge of administrative law systems and processes.
X		Demonstrated experience interpreting statistics, with analytical and/or problem-solving capabilities for management and manipulation of data.
X		Ability to conduct interviews and investigations.
X		Ability to present ideas clearly and effectively, both orally and in writing.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Leads team. Manages assigned staff. Promotes equal opportunity, and compliance with relevant employment and civil rights laws and policy. Identifies training needs for faculty, staff, and/or student employees. Leads and supports alternative resolution team (i.e., EEO-TIX members serving as active facilitators for internal reports).				
Oversees team's alternative resolution process. Serves as primary facilitator for parties requesting alternative resolution; works closely with parties to reach consensus, draft resolution agreements, and oversee implementation of agreements until conclusion. Promotes alternative resolution as a method to resolve internal reports of discrimination. Devises policies and practices to increase awareness/effectiveness of alternative resolution for resolving internal reports. Responsible for coordinating all required internal auditing, analysis, plan creation and university-wide collaboration for proactive outreach efforts. Identifies problem areas (e.g., by reviewing annual employment trends from AAPs).				
Audits, monitors, coordinates and implements employment practice compliance across university's central and academic units. Conducts regular auditing and monitoring of employment practices across the university. Works closely with human resources and faculty affairs in academic units, coordinates with management, schools, and divisions. Interprets and applies federal and state requirements, applicable internal policies, and procedures as they apply to university-relevant problems, conflicts, and resolutions. Creates comprehensive written reports; recommends to schools/departments establishment of internal procedures to improve compliance adherence, as needed.				
Supervises and assists with the creation and annual federal certification of the university's equal opportunity federal plans. Coordinates various legal compliance matters. Creates solutions to avoid discrimination and legal compliance gaps. Coordinates remedies for identified problem areas with partners across university. Maintains currency with all relevant policies, procedures, laws and regulations. Ensures staff and policies are up-to-date and in compliance with all relevant policies, procedures, regulations, laws (e.g., federal labor) and best practices.				
Provides advice and guidance to faculty, staff, and student employees on discriminatory practices and matters of equal opportunity. Communicates standards, guidelines, policies and procedures. Provides training for faculty hiring committees and recruiters (e.g., best practices, affirmative action, equal employment opportunity). Engages in proactive outreach to ensure training for all appropriate university populations, working collaboratively with constituents to develop and coordinate joint trainings. Conducts corrective action trainings. Evaluates training programs on a regular basis to ensure consistency with relevant legal requirements. Maintains professional currency.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.