



Vice President for Equity, Equal Opportunity and Title IX Job Description

JOB INFORMATION

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| <i>Job Code:</i> | 199125 |
| <i>Job Title:</i> | Vice President for Equity, Equal Opportunity and Title IX |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | Manages through subordinate supervisors. |
| <i>Job Family:</i> | Senior Executive |
| <i>Job Family Group:</i> | Administration |
| <i>Management Level:</i> | 2 Senior Executive |
| Vice President for Equity, Equal Opportunity and Title IX | |

JOB SUMMARY

Oversees institutional compliance with equal opportunity laws and monitors the implementation of state and federal civil rights laws at the university. Manages the day-to-day operations of EEO-TIX and maintains up-to-date knowledge of civil rights laws and regulations to support continuous improvement and sustainability. Oversees internal and external agency investigations and resolutions of discrimination, harassment, and/or retaliation reports; supervises the university's Title IX, Title VI, Equal Opportunity, and Civil Rights practices; and develops and oversees comprehensive training, education, and awareness programs for faculty, staff, and students in collaboration with campus partners.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Master's degree | |
| | X | Juris Doctor (JD) | |

Additional Education

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

| | |
|--------------------------|---|
| <input type="checkbox"/> | 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 | | 10 years | in Title IX, ADA, Title VII, equal opportunity, and all forms of civil rights programming. |
| | X | 15 years | in Title IX, ADA, Title VII, equal opportunity, and all forms of civil rights programming. |

Additional Work Experience

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

| | |
|---|---|
| X | Combined experience/education as substitute for minimum work experience |
|---|---|

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|---|
| X | | Deep knowledge of and ability to interpret non-discrimination laws and relevant legal guidance related to Title VII, Title IX, the Violence Against Women Act (VAWA); the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to civil rights and disabilities. |
| X | | Knowledge of best practices in higher education compliance with nondiscrimination laws. |
| X | | Extensive experience in civil rights programming. |
| X | | Skilled in education, prevention, training, policy development, administration, and handling investigations and resolutions related to discrimination and harassment. |
| X | | Experience facilitating and evaluating professional development focused on civil rights. |
| | X | Knowledge of assessment practices involving evaluation of outcomes-based measures and campus climate surveys. |
| | X | Demonstrated leadership, organizational, planning, and management skills along with previous experience supervising cross divisional teams. |
| | X | Exceptional interpersonal skills and the ability to work collaboratively and interact effectively with faculty, staff, students, and community and government agencies. |
| | X | Demonstrated understanding of the university's mission and vision. |
| | X | Outstanding written and verbal communication skills. |
| | X | Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies. |
| | X | A compassionate nature, a talent for listening, and a history of working with confidential and sensitive information. |
| | X | Strong analytical and critical thinking skills with the ability to problem solve, prioritize, analyze, summarize, and effectively present data. |
| | X | Demonstrated experience with and commitment to working effectively with individuals from all backgrounds, in support of a welcoming environment |
| | X | Ability to act independently, take initiative, and exercise sound judgment. |
| | X | The courage and integrity to pursue action consistent with the goals of civil rights laws and university policy, even in the face of vocal or powerful opposition. |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Serves as the Title IX Coordinator on behalf of the university. Responsible for the day-to-day operations of EEO-TIX. Supports the mission of the university by overseeing institutional compliance with equal opportunity laws and practices as well as monitoring the university's implementation of state and federal civil rights laws. Provides reports to the university's Board of Trustees as requested. | | | | |
| Supervises the university's Title IX, Title VI, Equal Opportunity, and Civil Rights practices. Maintains an up-to-date understanding of laws and appropriate legal guidance related to Title VI, Title VII, Title IX, relevant provisions of the Clery Act, as amended by the Violence Against Women Act (VAWA); the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to civil rights for the purposes of continuous improvement and sustainability. Supports and assists with all other aspects of the university's civil rights compliance efforts. | | | | |
| Manages the university's policy on Prohibited Discrimination, Harassment, and Retaliation. Oversees the investigation and resolution of reports alleging discrimination, harassment, and/or retaliation. Ensures effective data management and record-keeping practices to allow for tracking of patterns and trends based on centrally maintained data. Continuously reviews, analyzes, and identifies patterns of discrimination and/or harassment and develops measures to address concerns. | | | | |
| Identifies institutional partners for seamless collaboration and monitors the implementation of their respective responsibilities. Coordinates with other offices on campus on relevant topics (e.g., education, training, regular dissemination of information relevant to the work of EEO-TIX, and resolution of reports alleging discrimination, harassment, and/or retaliation). | | | | |
| Coordinates, develops, and oversees a comprehensive training, education, and awareness program for all faculty, staff, and students in partnership with the | | | | |

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| appropriate campus partners and in compliance with state training requirements. Regularly disseminates information about laws, policies, procedures, and employee reporting responsibilities regarding equal opportunity, disability, harassment, discrimination, and retaliation. | | | | |
| Works to strengthen a culture of accountability and responsibility that supports a safe and non-discriminatory living, learning, and working environment. 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.