

# Equal Opportunity Programs Professional

## Posting Details

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### POSTING INFORMATION

<b>Internal Title</b>	Equal Opportunity Programs Professional
<b>Position Type</b>	Classified
<b>Faculty / Non-Faculty / Administration</b>	Non-Faculty
<b>Pay Band</b>	6
<b>Level</b>	1
<b>Department</b>	Office of Equal Opportunity Programs
<b>Job Purpose</b>	Performs professional work related to institutional compliance with federal and state non-discrimination laws for the Office of Equal Opportunity Programs ("EOP").
<b>Minimum Requirements</b>	Bachelor degree and relevant work experience. Candidates with relevant experience working in a higher education environment or who possess a juris doctorate degree are preferred. Candidates with an equivalent combination of experience and/or education are encouraged to apply.
<b>Required Knowledge, Skills and Abilities</b>	<p>Strong analytical, interpersonal and excellent organizational skills, time management, and attention to detail is required. Excellent verbal and written communication skills, including the ability to synthesize information into cogent and logical reports. Must be able to function effectively under pressure, timely manage multiple projects and demonstrate discretion, integrity, sensitivity, and fairness.</p> <p>Demonstrated knowledge of and ability to interpret federal and state non-discrimination laws and regulations, including Title VII, ADA, Title IX, Violence Against Women Act (VAWA), and SaVE Act. Knowledge of the Clery Act and FERPA. Knowledge of the complexities surrounding sexual assault, sexual harassment and intimate partner violence, preferably in a college setting.</p> <p>Strong knowledge, skill and experience with Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook). Experience with Banner, PeopleAdmin, and Maxient a plus.</p> <p>Advanced professional understanding and experience working with sensitive and confidential information.</p>
<b>Additional Comments Regarding Position</b>	May be required to work some evening hours for meetings or special events. Must exercise discretion, be able to professionally respond to members of the public and all members of the campus community, and be able to observe confidentiality regarding a wide variety of sensitive information.
<b>Special Instructions to Applicants</b>	<p>Please submit a cover letter which details your interest in this position. Initial review of applications will begin on 4/24/23 and will continue until the position is filled.</p> <p>Please complete the application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position. *Salary is commensurate with education/experience which exceeds the minimum requirements. Offers of employment are contingent upon a successful background check.</p> <p>All applications must be submitted online <a href="https://jobs.cofc.edu">https://jobs.cofc.edu</a>.</p>
<b>Salary</b>	*\$43,030 - \$55,000
<b>Posting Date</b>	04/06/2023
<b>Closing Date</b>	06/01/2023
<b>Benefits</b>	Insurance: Health/Dental/Vision Life Insurance Paid Leave: Sick/Annual/Parental Retirement Long Term Disability Paid Holidays Free CARTA Bus Service Employee Tuition Assistance Program (ETAP) Employee Assistance Program (EAP) Full Benefits Package – <a href="#">Click Here</a>

<b>Open Until Filled</b>	No
<b>Posting Number</b>	2023064
<b>EEO Statement</b>	The College of Charleston is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.
<b>Quicklink for Posting</b>	<a href="https://jobs.cofc.edu/postings/13744">https://jobs.cofc.edu/postings/13744</a>

## Job Duties

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### Job Duties

<b>Activity</b>	Conducts complex assignments and investigations related to matters brought to the Office of Equal Opportunity Programs (EOP). Provides direction and guidance to members of the campus community who report concerns or have questions about EOP policies or services, including conducting options and resources meetings. Responsible for conducting research and presenting summarized findings clearly and logically. Responsible for creating and maintaining confidential files. Responsible for serving as an investigator for EOP matters, including sexual misconduct. May assist with employee relations concerns as needed.
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	45
<b>Activity</b>	Manages the review and approval process for assessing personnel transactions such as requests to post positions, interview requests, and hiring proposals. Provides Director and Associate Vice President of Human Resources and Employee Success with assessment and recommendations regarding compliance with AA/EEO rules, regulations, procedures and objectives. Manages all EEO reporting processes. Develops and provides guidance on diversity recruitment and hiring practices. Actively participates in the development and implementation of the College's Affirmative Action Plan.
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	20
<b>Activity</b>	Responsible for implementing and managing the pregnancy accommodation process for students and employees. Supports the disability accommodation process for employees, including the interactive accommodation process. Assesses and assists in responding to barrier notifications about campus accessibility concerns.
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	10
<b>Activity</b>	Responsible for creating and managing specialized reports and records, including investigative reports and exhibits. Provides regular updates to the Director about pending matters. Manages the office website and the development of resources related to campus resources, compliance programs, and employee success initiatives. Contributes to training initiatives as well as policy and procedure updates. Responsible for a variety of specialized records, reports, and tracking mechanisms. Contributes to strategic planning, budget management, office management, and program development initiatives.
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	25

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?

- Chronicle of Higher Education
- CofC - Alumni Career Services
- College of Charleston Website
- Diverse: Issues in Higher Education

- Glassdoor
- Handshake
- HigherEdJobs
- Indeed.com
- Internal Job Posting
- jbcjobs (Joint Base Charleston Military & Family Readiness)
- Job Fair
- LinkedIn
- Monster.com
- Personal Referral
- Post and Courier
- Public Job Posting
- SC Government Website (Neogov)
- SC Works (SC Department of Employment and Workforce)
- Twitter
- Word of mouth
- Other

## Applicant Documents

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### Required Documents

1. Resume
2. Cover Letter / Letter of Application

### Optional Documents

1. Writing Sample
2. Other Document
3. Other Document 2
4. Other Document 3