Office of Equal Opportunity & Diversity

University Classification: Compliance Coordinator

UI Job Code: PNB1     Pay Level: 3B

Job Function: Audit Compliance Legal & Risk

Job Family: Compliance

This Position Reports to: Tiffini Stevenson Earl, JD  Compliance Specialist and ADA Coordinator

Does this position have Administrative Supervision? N

Position Specific Summary

The Compliance Coordinator will assist with the investigation and resolution of university complaints alleging discrimination, sexual harassment, and/or violence. This position will also design and evaluate educational programs relating to discrimination, sexual harassment, and violence. There is an expectation that the person in this position will maintain effective, civil, and respectful working relationships with the University of Iowa campus community and uphold a high standard of cultural competency and respect for difference that represents the Office of Equal Opportunity & Diversity’s commitment to diversity, equity, and inclusion.

Occasional evenings and weekends are required.

Key Areas of Responsibilities and Specific Job Tasks

Investigation, Remediation and Reporting of Complaints and Reviews

- Investigate and resolve formal and informal complaints of discrimination, sexual harassment, and violence filed by students, faculty, and staff.
- Prepare formal written findings as to the conclusion of the investigation.
- Identify and recommend remediation procedures for both basic and complex issues.
- Prepare response to complaints filed against the university with state/federal civil rights agencies.
- Review and validate data/content of reports for accuracy.
- Maintain current knowledge of employment and civil rights law and corresponding regulations covering areas such as Title VII, Title IX, ADA, and other civil rights laws/regulations.

Consultation, Risk Assessment and Interpretation/Research of Regulations

- Respond to basic and complex inquiries from university administrators where interpretation of policies, advice and consultation on appropriate informal resolution of complaints of discrimination, sexual harassment, and violence may be required.
- Identify risk areas and gaps between practice and policy/regulations.
- Identify and recommend education, best practices, and issues to be audited.
- Conduct basic research into policies and practices.
Management of External Standards Review Processes

- Coordinate specific aspects of external review and internal processes.
- Analyze and prepare data/reports.
- Support other compliance staff as directed.

Communication and Outreach

- Counsel, collaborate, and provide liaison with appropriate individuals/agencies, on and off campus, regarding programs or services.
- Identify and bring forward areas of concern from campus groups in the areas of compliance.

Policy Development

- Serve on appropriate university committees to develop and/or revise university policy and complaint procedures relating to discrimination, sexual harassment, and violence.

Training and Educational Programs

- Assist in the design, development, and implementation of educational programs relating to discrimination, sexual harassment prevention, and violence for university students, faculty, and staff.
- Assist in the design of brochures and course materials for educational programs.

Position Qualifications

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<th>Education or Equivalency Required</th>
<th>A Juris Doctorate</th>
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<td>Required Qualifications</td>
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<td>• Minimum of six months experience in civil rights complaint investigations/resolutions, such as Title VII, Title IX, and ADA matters</td>
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<td>• Demonstrated experience working with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.</td>
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<td>• Demonstrated understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy.</td>
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<td>• Extensive clear and concise written and oral communication skills demonstrating excellent analysis and reasoning. A professional writing sample also will be required later in the hiring process.</td>
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<td>• Demonstrated knowledge of federal, state and local laws and ability to advise on laws and regulations affecting HR practices (such as employment and civil rights law and corresponding regulations covering Title VII, Title IX, ADA, Sections 503 and 504 of the Rehabilitation Act, ADEA, and other civil rights laws/regulations).</td>
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- Demonstrated experience managing multiple concurrent objectives, projects, groups, or activities, making effective judgments as to prioritizing and time allocation.
- Demonstrated ability to maintain confidentiality
- Proficiency in use of desktop tools for word processing (i.e. Microsoft Word)

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