

DIRECTOR OF AFFIRMATIVE ACTION*

Function of the Job:

Under administrative review of the President or other designated administrator, to oversee the institution's compliance efforts with Affirmative Action, Title IX, ADA, Section 504 and other campus initiatives and to provide advice on policies, programs and services to achieve affirmative action goals.

Characteristic Duties and Responsibilities:

1. Provide leadership and counsel for the recruitment, retention and professional development of individuals from under-represented groups.
2. Provide advice, mediation and advocacy in alleged cases of discrimination.
3. Work with students, faculty, staff and administrators on issues of sexual harassment, Title IX, the ADA, minority student recruitment/retention and other related matters.
4. Oversee necessary data collection, compliance reporting and implementation of the institution's affirmative action activities.
5. Serve as liaison between the President, USNH and campus governing bodies and committees.
6. Arrange and/or deliver necessary educational programs relevant to affirmative action issues.
7. Coordinate outreach activities with respect to sexual harassment, minority student retention, and affirmative action initiatives.
8. Represent the institution with federal and state agencies, including Office of Federal Contract Compliance Programs, Office of Civil Rights and New Hampshire Human Rights Commission.
9. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in an appropriate field and three years of experience in the design, implementation and administration of EEO/AA programs or Bachelor's degree and five years of similar experience in EEO/AA programs.
2. Excellent communications skills/counseling ability.
3. Proven experience in working with diverse constituencies with demonstrated ability to work effectively/independently at a senior level.
4. Current working knowledge of laws and regulations governing EEO/AA programs.
5. Demonstrated effectiveness in initiating/facilitating changes in complex systems or organizations.

Additional Desirable Qualifications:

1. Teaching experience.
2. Experience working in higher education environment.

5/19/95

System Approval

5/19/95

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 11/18/75 and revised 7/30/80 and 7/18/89 as "Affirmative Action Officer II (Director.)"