



JOB DESCRIPTION
AD/Lead Deputy Title IX/VI Dir

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| Employee Name: [REDACTED] | Employee ID: | Supervisor: |
| Class Code: AH55 | Class Title: Program Manager III | Advertised Rate: A |
| Position Number/Slot: | Campus: Columbia | Work County: Richland |
| FLSA/Base Hours: Exempt/2080 | Full Time/Part Time: Full Time | SOC Code: |
| State Funding %: 100.00 | Federal Funding %: 0.00 | Other Funding %: 0.00 |
| Pay Band: 9 - \$73,421 \$104,631 \$135,842 | Basis/Hours per week: 12 months/37.5 | Type of Staff Position: Full-time Equivalent (FTE) |

Job Purpose:
Under the supervision of the Director of Equal Opportunity Programs: Assists with directing and managing office budgetary and operational responsibilities; Providing coordinating of all University of South Carolina anti-discrimination and harassment trainings; Conducting investigations for system and regional campuses. As requested or directed by the Director of Equal Opportunity Programs, serves as the EOP liaison with Title IX coordinators on all system campuses; Assists the Director of Equal Opportunity Programs with development of University policies and procedures to ensure compliance with state and federal laws; administers policies, supervises staff, conducts investigations; assists with recruitment and provides analysis aimed at resolving issues related to discrimination and affirmative action across the University of South Carolina system.

Essential/Non-Essential Functions:

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| Job Duty | Serves as Deputy Title VI Coordinator and Deputy Title IX Coordinator for the University of South Carolina System; As Deputy Title VI Coordinator and Deputy Title IX Coordinator, assist the Executive Assistant to the President for Equal Opportunity Programs in developing student-focused policies and procedures to ensure University compliance with all applicable state and federal anti-discrimination laws; As Deputy Title VI Coordinator and Deputy Title IX Coordinator assists the Executive Assistant to the President for Equal Opportunity Programs in developing programs and services to sensitize members of the University system regarding diversity issues in coordination with the University of South Carolina's Chief Diversity Officer as necessary. |
| Essential Function | Yes |
| Percentage of Time | 30% |

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| Job Duty | Develop, supervise and administer processes and procedures for receiving, investigating and resolving claims of illegal discrimination under Title VI, Title IX and other anti-discrimination laws, involving faculty staff and students of the University of South Carolina system; Conducts investigation of such complaints; Supervises Administrative Coordinator/Investigator and graduate assistants. |
| Essential Function | Yes |
| Percentage of Time | 15% |

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| Job Duty | Supervises office activities related to implementation of policies, mandates, and recommendations received from federal and/or state compliance agencies, including the Department of Justice, the US Department of Education Office of Civil Rights, US Department of Labor; SC Human Affairs Commission, SC Commission on Higher Education. |
| Essential Function | Yes |
| Percentage of Time | 5% |

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| Job Duty | Serves as Deputy Americans with Disabilities Act (ADA) Compliance Officer for faculty and staff; As Deputy ADA Compliance Officer, receives and investigates disability discrimination complaints; coordinate with appropriate University personnel in recommending and determining appropriate reasonable accommodations for individuals with disabilities. |
| Essential Function | Yes |
| Percentage of Time | 10% |

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| Job Duty | Serves as Director of Training and provides coordination of all University of South Carolina anti-discrimination and harassment trainings; As Director of Training, shall be responsible for creating and implementing all such training programs and ensuring the training programs fulfill all requirements imposed upon the University by federal and/or state compliance agencies. |
| Essential Function | Yes |
| Percentage of Time | 30% |

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| Job Duty | Performs supervisory and or managerial duties related to budgetary and operational responsibilities of the EOP office as assigned by the Executive Assistant to the President for Equal Opportunity Programs. |
| Essential Function | Yes |
| Percentage of Time | 10% |

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| Supervisory Responsibilities: In the absence of the Exec. Asst. to the President for EOP, this individual will supervise all office personnel and directly supervises Student Complaint-Intake Coordinator (AH10-Administrative Coordinator 1 Rate C) and serves as the lead liaison for all system campuses as it relates to Title IX and Title VI compliance. | Guidelines and supervision received to do this job, including independence and discretion: Employee reports directly to the Executive Assistant to the President for Equal Opportunity Programs and has independence and discretion in handling duties to lead all programmatic compliance requirements for USC campuses system wide. | Hazardous Weather Category: |
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| USC Minimum Qualifications: Master's degree in business related field and 4 years related program management experience, or bachelor's degree and 6 years related experience. | Position Specific Minimum Qualifications: Master's degree in business related field and 4 years related program management experience, or bachelor's degree and 6 years related experience. |
| Knowledge/Skills/Abilities: Must have a demonstrated commitment to equal opportunity programs and diversity and the ability to take the lead on all Title IX and Title VI training system wide. Requires excellent presentation, training, communication and administrative experience. | Preferred Qualifications: PhD preferred. |

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| Mental Demands: Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Multiple Concurrent Tasks, Reasoning, Stress, Training, Verbal Communication, Written Communication | Additional Mental Demands: Ability to troubleshoot and manage potentially controversial issues USC system wide. |
| Physical Demands: Attendance, Sitting, Speaking, Standing, Walking, Writing, Talk or Hear | Additional Physical Demands: |
| Lifting Requirements: Up to 10 Pounds (Sedentary) | Visual Acuity Requirements: Close Visual Acuity (e.g., viewing a computer screen; using measurement devices) |
| Noise Conditions: Ability to Adjust Focus | Physical Demands (Elements Exposed to): None of these listed |
| Equipment Needed to Perform the Duties: Computer and Peripheral Equipment, Copier, Telephone | Additional Equipment Needed to Perform the Duties: |

The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.