



## Job Description

**Job Title: Institutional Equity and Compliance Officer**

**JTC: AQB**

**Salary Range: E05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides leadership in the implementation and oversight of complex programs and initiatives supporting student and employee success at the system level through a broad understanding of equity and compliance requirements, with primary responsibility for Title IX coordination. Serves as a primary contact for veterans and qualified dependents under the Military Veterans Full Employment Act. Acts in the role of senior internal investigator in student and employment areas as assigned. Requires dynamic understanding of related laws and policies and the independent ability to analyze problems, search for strategic solutions, organize and influence individuals in diverse roles to meet required goals, deadlines, and achieve results.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The knowledge and understanding of compliance in areas of student services, diversity and inclusion, and employment to identify and organize critical support and service to students and employees at all levels and functions throughout the District.

Interprets and applies policy and procedures to maintain consistency and compliance in assigned areas. Communicates clearly, using a professional tone and choosing appropriate channels to facilitate actions and results.

Provides assigned employees guidance and training to produce desired results, building strong collaborative relationships with other employees, internal and external resources, vendors and business partners. Strong leadership and interpersonal skills ensuring that staff has the support and tools necessary to meet current and long term departmental and organizational needs.

Develops a detailed understanding of the diversity, in the county and student body served, as a foundation for emphasis on the challenges to be addressed in attracting, supporting and retaining a diverse workforce.

Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience. Excellent customer service skills.

### PHYSICAL REQUIREMENTS



Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus three (3) years of related experience including supervision. Evidence of detailed training and/or proven experience in administering comparable compliance functions and acting as a lead investigator in related areas. Valid driver's license for off-site travel. Official transcripts required.

\*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops District protocols, identifies resources and provides training to equip students and staff in building and maintaining a respectful and inclusive learning and working environment, and in demonstrating an understanding and appreciation for diversity and equal opportunity.

Acts as the lead contact at the District level for questions regarding institutional equity from students, employees and others. Provides guidance and training to college designees and to appropriate audiences to ensure compliance with policies and laws related to Title IX of the Education Amendments of 1972, Violence Against Women Act of 2013 (VAWA), Campus Sexual Violence Elimination Act, Title II of the Americans with Disability Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and others as appropriate.

Primary contact for veterans, including spouses and dependents of veterans, related to employment opportunities. Acts as an advocate for positive student and employee relations through the design and delivery of programs to promote diversity, multiculturalism, inclusiveness, non-discrimination and anti-harassment. Designs and delivers training in multiple formats and uses multiple modes to communicate information effectively.

Listens and responds effectively to clients by addressing concerns/issues in a fair and impartial manner. Develops investigation and complaint resolution processes for use in all locations. Manages or coordinates multiple projects, set priorities and meet deadlines. Uses independent judgement to manage and impart confidential information, develop and administer surveys, gather data, compile information and prepare reports in a time sensitive work environment.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Performs other duties as assigned.

Supervises 2-5 employees. Coach, evaluate, develop and inspire staff.

Responsible for indirectly managing a budget of \$500,000 for vendor contracted services and/or grant funded initiatives.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration*



*of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*