Position Purpose

The Manager of Affirmative Action, Diversity & Inclusion manages an array of duties in support of the college reporting to the president. The Manager of Affirmative Action, Diversity & Inclusion oversees the development, preparation and record-keeping for the annual Affirmative Action Plan and related programs.

The College serves a diverse population of faculty, professional staff, support staff, and student employees represented by several collective bargaining agreements. The Manager of Affirmative Action, Diversity & Inclusion provides a full range of administrative services needed to contribute to the effective management of the Affirmative Action, Equal Employment Opportunity, Diversity, Inclusion, Staff Development and Title IX job responsibilities.

Supervisory and Other Relationships

The Manager of Affirmative Action, Diversity, and Inclusion works under the direction of the President or other administrator. The position may supervise, or lead support staff as assigned.

The position has substantial cooperative relationships with faculty, administration, students, staff and public. The incumbent is expected to represent the college in a positive manner with agencies external to the college and to collaborate with all departments to contribute to retaining students and providing education about the AA/EEO, Diversity, Inclusion and Title IX activities and programs.

Major Accountabilities

The Manager of Affirmative Action, Diversity & Inclusion is accountable for providing administrative services in support of the College’s programs through effective performance in these essential functional areas among others:

- Affirmative Action/Equal Employment Opportunity Compliance
- Staff Development/Training and Education regarding AA/EEO, Diversity, Inclusion
- Assists with investigations with Title IX and ADA
- Monitor the Recruitment and Search Process for compliance
- Assists with conducting independent investigations
Examples of Essential Duties and Accountabilities

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. **Affirmative Action/Equal Employment Opportunity Compliance:** The Manager of Affirmative Action, Diversity & Inclusion is accountable for providing services required for A/EEO compliance. This accountability includes such essential tasks as:

1. Develops and prepares Affirmative Action Plan annually for the Commission on Human Rights and Opportunities (CHRO) and ensures its compliance with the provisions of state and federal AA/EEO regulations and guidelines.
2. Creates and maintains an updated database of hiring, promotion, and separation of human resources personnel data including race/sex data. Prepares or oversees required affirmative action statistical charts and reports with workforce or hiring activity and federal reports.
3. Creates and maintains Diversity and Inclusion web page on the college’s websites. The page provides information on affirmative action/equal employment opportunity contacts, policies and procedures, and current events related to affirmative action/equal employment opportunity.
4. Meets with the College’s Diversity Committee and other standing contract committees to communicate goals of the current Affirmative Action Plan and related programs.
5. Assist with overseeing, designing, implementing and conducting training on issues related to Title IX, diversity and Americans with Disabilities Act (ADA). Provides development and training to management, faculty and staff on all issues of Affirmative Action/Equal Employment Opportunity, Diversity and Inclusion to develop an awareness and understanding of affirmative action and equal opportunity policies.
6. Assists with complex complaint investigations and facilitates conflict resolution through counsel and coaching; may serve as lead investigator in complaints; carries out effective administrative, research, developmental and investigative functions assigned by the President to contribute to the sound management of the institution; manages the College’s programs for equity, diversity and equality of opportunity, including oversight of affirmative action and non-discrimination policies and procedures; serves on the College’s Threat Assessment Team.
7. Participates in networks, programs and organizations representing the College’s at state, regional and national meetings/conferences in order to offer proactive outreach activities associated with Affirmative Action/Equal Employment Opportunity, Diversity, Inclusion and Title IX.
8. Serves as an internal resource, consultant and works collaboratively with multiple stakeholders in politically sensitive context; contributes to the favorable image of the College’s in public, academic and governmental areas by conducting effective programs as the College liaison.
9. Serves on the College’s Diversity Committees, undertaking purposeful activities and promoting affirmative action, equal employment opportunity, diversity and inclusion on campus.
B. Staff Development/Training and Education:
The Manager of Affirmative Action, Diversity & Inclusion is responsible for administration of training programs required by the State of Connecticut and the collective bargaining contracts. In addition, the Director of Affirmative Action, Diversity, and Inclusion develops and/or coordinates appropriate training programs for College staff. This accountability includes such essential tasks as:

1. Assist in developing and/or coordinating training programs such as diversity training, sexual harassment training, supervisory training, Title IX related topics, etc.
2. Coordinates in-service training related to diversity, inclusion, and Title IX.
3. Designs, develops and manages programs to promote the effectiveness of the Office of the President with particular attention to matters affecting equity and diversity throughout the campus and provides sound advice and recommendations to the President and other key executives of the College’s on strategic directions related to the College mission. These programs may encompass a wide variety of subject areas as directed by the President.

C. Monitor the Recruitment and Search Process: The Manager of Affirmative Action, Diversity & Inclusion is accountable for monitoring the search process for compliance and contributing to the effective recruitment of diversified applicant pools. This accountability includes such essential tasks as:

1. Manages search advisory committee operations, providing guidance regarding appropriate search and selection techniques and compliance with contracts, policy, hiring and promotional goals and the good faith efforts that are reported in the College’s Affirmative Action Plan.
2. Meets with each search advisory committee to communicate goals of the current Affirmative Action Plan; monitors committee activities according to the College’s hiring policy and procedures. Works closely with the search committees to document the entire search process for compliance with State and Federal laws and regulations.
3. Develops innovative strategies and performs outreach recruitment activities to ensure qualified and diverse applicant pools. Includes visits to geographical area colleges and universities, professional associations and career/job conferences to develop and promote job opportunities at the College’s.
4. Implements recruitment changes for diverse recruitment of certain positions with specialized skills.

D. Serves as Americans with Disabilities Act (ADA) Coordinator: The Manager of Diversity, and Inclusion is involved in the coordination and development of ongoing efforts for full ADA compliance including consultative services, providing and recommending reasonable accommodations, monitoring the architectural barriers and make recommendations for public accommodations to Facilities. Conduct related training and review and update related policies.

Professional Participation and Development
In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
• Service on assigned committees and task forces;
• Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events. The incumbent is expected to maintain currency in the position’s fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of employee records and other information of a confidential nature.

**Qualifications**

Incumbents are required to have demonstrated substantial knowledge, skills and abilities in the following areas:

• Information technology literacy skills;
• CHRO Affirmative Action Regulations, policies and procedures and investigations;
• Training and orientation programs;
• Effective oral and written communications skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a minimum of a Master’s degree or J.D., and 3-5 years’ experience including experience within higher education or related organizations; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties.

**Essential Duties**

• Affirmative Action/EEO & Compliance
• Title IV and Title IX mandates
• Contract Compliance Program Management
• Section 504 and Americans with Disabilities Act (ADA) requirements
• Related mandatory training
• Conduct complaint investigations
• Audit and monitor of personnel recruitment, selection and employment
• AA/EEO policy development
• Program development and implementation
• Manage the Leadership Institute and Leadership Academy responsibilities
• Staff development and professional development responsibilities
• Coordinate and manage the complete search process
• Provide training to Human Resources staff on the employment process.
• Recommends and administers policies and procedures for recruiting and selecting all classified and unclassified faculty and staff, supervises search committees, providing guidance regarding appropriate search and selection techniques.
• Advises President, management staff and contract committees on policies and procedures.
• Maintains current knowledge in a wide and diverse range of complex areas regarding personnel and administers various policies as they apply to classified and unclassified staff; related to diversity and inclusion.
• Serves as representative to external agencies and community organizations and agencies as appropriate.
• Participates as a member of the college’s management staff and serves on college-wide and ad hoc committees as needed or as appropriate; assists central office staff with service on committees as appropriate and with matters that require information from the campus perspective.
• Performs related responsibilities as assigned by the President.