CAPE COD COMMUNITY COLLEGE  
Human Resources Office  
508 362-2131  ext.4306/4307  

VACANCY NOTICE

Date: October 1, 2007

Position: Director of Equal Opportunity and Institutional Development  
Non-Unit Administrative Position

General Statement of Duties:

This position is responsible for the development, administration and monitoring of all activities necessary to ensure the effective implementation and compliance with Affirmative Action and Title IX regulations. Additionally, this position is responsible for institutional development with regards to diversity as well as institutional professional development, coordinating with the Professional Development Committee and the President’s Cabinet.

Supervision:

The Incumbent reports to the President and serves as a member of the President’s Cabinet and Administrative Council. This individual will also report to the Vice President for Academic & Student Affairs and the Vice President of Administration and Finance on specific projects as determined by the needs of the College.

Examples of Duties:

1. Serves as the Affirmative Action Officer:
   - Coordinates institutional response, investigation and resolution of affirmative action complaints.
   - Provides information and training for faculty, staff and students on affirmative action issues.
   - Presides as Chair of the Affirmative Action Committee.

2. Serves as the Title IX Officer:
   - Coordinates institutional responses, investigation and resolution of sexual harassment and gender bias complaints.
   - Provides information and training for faculty, staff and students on sexual harassment and Title IX issues.
3. Responsible for management and oversight of diversity-related events:
   - Martin Luther King celebration.
   - Black History Month events.
   - Women’s History Month events.
   - Multicultural Festival.
   - Other events related to equity and diversity.

4. Serves as administrative liaison to:
   - Diversity Advisory Committee (community members who advise the College on diversity related issues).
   - Other diversity and equity related community groups in the region served by the College.

5. Responsible for the management of institutional and faculty/staff development related to diversity and equity:
   - National Coalition Building Institute (NCBI).
   - Other professional development offerings related to diversity and equity.

6. Provides administrative support to the Professional Development Committee; coordinates and collaborates with other sectors of the College on professional development offerings including, but not limited to:
   - Office of the Vice President for Academic and Student Affairs.
   - Support Staff Association.
   - Office of Human Resources.
   - Various individual departments and programs within the College.

7. Provides ongoing assessment of the College’s needs with respect to diversity, equity and professional development. Develops recommendations to the President and Cabinet as needed.

Qualifications:

1. Minimum of a Master’s degree.
2. Extensive experience with organizational management of Affirmative Action and Title IX, including working knowledge of state and federal law, best practices and complaint investigation and resolution.
3. Extensive experience with developing, implementing and evaluating professional development programs, workshops and activities.
4. Extensive experience with events management.
5. Demonstrated ability to organize multiple constituent groups of staff, faculty and volunteers in events management and professional development.
6. Deep understanding of and commitment to the community college mission.
7. Demonstrated skills in oral and written communication and interpersonal communication.
9. Preference will be given to candidates who have experience and an appreciation for and are committed to working in a global, multicultural academic setting.

**Salary:** Salary based on qualifications and experience. Includes participation in comprehensive employee benefits program.

**Deadline to Apply:** Applications to be reviewed upon receipt.

**Apply:** Position to remain open until filled.

**To Apply:** Submit cover letter with email address including a statement addressing the specific minimum and preferred qualifications, resume, transcripts and three current professional references to:

Cape Cod Community College
Office of Human Resources
2240 Iyannough Road
West Barnstable, MA 02668-1599

Please visit our Web Site at www.capecod.edu for information on Cape Cod Community College.

Appointment subject to SORI Background Check (Sexual Offender Registry Information).

Cape Cod Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, creed, marital status, veteran status or disability status in its educational programs or in admissions to, access to, treatment in, or employment in its programs or activities. We welcome applications from individuals who will enrich and contribute to the cultural and ethnic diversity of our College.