



Ethics and Compliance Coordinator

Legal Affairs

LA/2

JOB SUMMARY

Reporting to the Chief Legal Officer, the Compliance Coordinator is the designated Title IX Coordinator, Equal Opportunity Officer, and Ethics and Compliance Program Coordinator for Darton State College -with primary responsibility for coordinating the College's compliance activities. This position will work collaboratively with the College community to ensure Darton remains in compliance with Federal, State, and local statutes and policies.

MAJOR DUTIES

- Provide coordination and oversight of the College's Title IX activities and plays a key role in the collective efforts to maintain a safe campus climate.
- Work collaboratively with administrators in the areas of Student Conduct, Campus Safety, Athletics, Human Resources, Academic Affairs, the President's Office, and others as appropriate with respect to overlapping obligations related to sexual misconduct and compliance with the Violence Against Women's Act (VAWA), the Campus Sexual Violence Elimination (SaVE) Act, and the Clery Act.
- Responsible, in collaboration with the campus Police Chief, for the accurate gathering and timely dissemination of the Annual Security Report and related Clery Act mandates.
- Collaborate with the entire campus community in ensuring compliance with all Board of Regents and College ethics training and policy mandates
- Lead initiatives to develop, implement and coordinate strategic efforts aimed at the prevention of sexual violence and other forms of sex or gender-based discrimination.
- Develop a system for reporting and investigative procedures that will ensure complaints, reports, and investigations of misconduct are handled in a prompt, consistent, and equitable manner in accordance with Title IX regulations, Title IV of the Higher Education Act of 1975, Title II of the American for Disabilities Act (ADA), Titles VI and VII of the Civil Rights Act of 1964, the Crime Awareness and Campus Security Act (Clery Act), the Discrimination Act of 1975, the Higher Education Opportunity Act (HEOA), the Family Education Rights and Privacy Act (FERPA), and other related federal and state laws, and Board of Regents policies.
- Manages, monitors and assists with the handling of anonymous ethics and compliance complaints via our internal and system wide hotlines and web reporting portals.
- Investigates and issues findings of fact and recommendations for disposition of complaints and notifies all parties regarding disposition.
- Monitors compliance with all training requirements and timelines specified in the college grievance procedures.
- Coordinates, delivers, and tracks compliance with attending training for students and employees regarding legal rights and responsibilities.
- Organizes and maintains grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual aggregate reports of number and nature of filed complaints and disposition of complaints.
- Remains knowledgeable of current state and federal laws and regulations and trends in the field of education related to harassment and other discriminatory practices that violate laws or policies.
- Advises and serves on institutional committees.
- Performs related and other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of current issues in higher education.

- Knowledge of the range of applicable laws and regulations that impact college policy and operations in the areas of discrimination, harassment and equal opportunity.
- Knowledge of the principles and procedures of legal research.
- Knowledge of community legal resources.
- Knowledge and understanding of the college's mission.
- Knowledge of the range of applicable laws and regulations that impact all facets of college policy and operations.
- Skill in analyzing and interpreting issues and in preparing informed decisions.
- Skill in communicating and interacting with individuals at all levels of the college.
- Skill in fostering a cooperative work environment.
- Skill in developing and implementing ethics and compliance strategies and solutions.
- Skill in developing and delivering presentations.
- Skill in providing competent advice and counsel to college officials on a wide range of policy issues.

SUPERVISORY CONTROLS

The Chief Legal Officer assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include federal and state employment laws, University System of Georgia policies and procedures, federal and state laws regulating higher education, and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops division guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in directing the college's ethics and compliance efforts. Strict and frequently changing laws and regulations contribute to the complexity of the position.
- The purpose of this position is to direct for the Title IX, EEO, and general compliance functions of Darton State College. Success in this position helps to ensure compliance with all relevant state and federal laws.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, administrators, University System Office personnel, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to provide services; to motivate or influence persons; and to justify, negotiate or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has no direct, but at times, indirect supervision of people and projects.

MINIMUM QUALIFICATIONS

- Knowledge of legal rights and responsibilities generally associated with having graduated from an accredited school of law and/or with a subject-matter relevant Master's degree.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the various campus units/divisions/schools/departments in order to coordinate work, and to manage major projects and initiatives having wide ranging impact, usually interpreted to require three to five years of related experience.
- Experience generally gained from working in human resources, student affairs, and/or regulatory compliance.