

JOB DESCRIPTION:	Assistant Vice President of Compliance		
DEPARTMENT:	Civil Rights & Title IX		
REPORT TO:	Associate Vice President of Compliance & Communications		
EEO CLASSIFICATION:	Executive/Senior Level Officials & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	167000	DATE APPROVED:	10-FEB-2025
		DATE MODIFIED:	10-FEB-2025

SUMMARY: The Assistant Vice President of Compliance and Civil Rights is a senior leadership role responsible for ensuring the organization's adherence to regulatory requirements and promoting a diverse, equitable, and inclusive environment. This position oversees compliance with federal and state regulations, including Title IX, Civil Rights, Affirmative Action, Equal Employment/Education Opportunity (EEO) laws, and Accessibility Services. The role includes developing and implementing policies, managing investigations, and providing strategic guidance to foster a compliant and inclusive workplace.

DUTIES:

1. Develop, implement, and manage compliance policies and procedures across various regulatory areas.
2. Monitor and ensure adherence to federal, state, and local regulations, including Title IX, Civil Rights, Affirmative Action, EEO laws, and Accessibility Services.
3. Conduct regular audits and risk assessments to identify and address compliance issues.
4. Develop and oversee affirmative action plans and EEO policies to promote equal employment opportunities and a diverse workplace.
5. Monitor and analyze workforce data to identify and address disparities and ensure compliance with affirmative action and EEO requirements.
6. Design and deliver training programs on compliance, Title IX, Civil Rights, Affirmative Action, and EEO topics to staff and management.
7. Lead investigations into complaints related to discrimination, harassment, and non-compliance, ensuring timely and fair resolutions.
8. Prepare detailed reports on findings, resolutions, and recommendations for senior leadership and external regulatory bodies.
9. Maintain accurate records related to investigations, compliance activities, and training.
10. Collaborate with legal counsel, HR, and other departments to integrate compliance and Civil Rights practices into the organization's operations.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Bachelor's degree in a related field with 5 years' experience; advanced degree preferred.
2. **Job Knowledge:** Certification in compliance or related fields (e.g., Certified Compliance & Ethics Professional - CCEP) is a plus. In-depth knowledge and extensive experience in compliance, Title IX, Civil Rights laws, Affirmative Action regulations, and EEO requirements. Strong analytical, organizational, and communication skills, with the ability to handle sensitive and confidential information with discretion. Proven ability to manage complex investigations and develop effective policies and training programs.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)