

Civil Rights Investigator (Reg FT)
Community College of Allegheny County

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Posted Nov. 19, 2020, removed Feb. 4, 2021

Job Title	Civil Rights Investigator (Reg FT)
Department	Office Diversity & Inclusion
Institution	Community College of Allegheny County Pittsburgh, Pennsylvania
Date Posted	Nov. 19, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Legal Services
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Job Description

Civil Rights Investigator (Reg FT)

Position Title: Civil Rights Investigator (Reg FT)

Department: Office Diversity & Inclusion

Campus: Office of College Services

Additional Information: This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter and resume by no later than December 8, 2020. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits: CCAC offers an exceptional benefits package. Highlights include an excellent health plan with

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very low out-of-pocket expense network option, generous time off and holiday pay, a 403b retirement plan with up to 10% employer match or other options through the State's retirement defined benefit pension system, free employee parking, public service (student) loan forgiveness eligible employer, and employer paid benefits including group life insurance, short-term and long-term disability insurance, and flexible spending accounts.

Salary Grade: Admin 16 - \$62,814

Job Category: Administrators

Employment Type: Regular Full-Time

Job Slot: 5766

Job Open Date: 11/6/2020

Job Close Date:

General Summary: Serves as primary investigator of Civil Rights complaints from internal constituents (students and employees), guests and third party vendors.

Requirements:

Master's Degree in Human Resources, Law, Law Enforcement, Student Services Administration, Counseling or related field and a minimum of three years of related experience. Formally trained in investigation process by an accredited trainer, such as Office for Civil Rights or ATIXA. Excellent communication and data management skills. Strong working knowledge of Federal & State Civil Rights legislation and OCR & EEOC compliance regulations.

Preferred Requirements:

Serves as primary investigator for Civil Rights student complaints and provides specialized assistance to the Office of Institutional Diversity & Inclusion (OIDI).

Duties:

1. Serves as the primary investigator for student complaints involving Civil Rights and discrimination issues; serve as the Title IX Investigator for student cases related to sex and gender-based

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discrimination.

2. Collaborates and consults with Civil Rights Compliance Officer regularly to monitor and manage complaint process to ensure timely response, interim measure options and resolution of complaints and other issues.
3. Interviews complainants, respondents and relevant witnesses to gather information and evidence. Act as a neutral party through all aspects of investigation process and ensure equitable treatment of all parties.
4. Ensures a well-documented investigative process. Maintains accurate and thorough records and notes of investigatory process. Creates comprehensive written investigative reports for the Title IX Coordinator. Maintains high level of confidentiality.
5. Assists Civil Rights Compliance Officer with the development and implementation of a comprehensive and ongoing Civil Rights training program for students, faculty, and staff.
6. Assists the Special Assistant to the President for Diversity and Inclusion to create and implement college-wide diversity and inclusion initiatives for students, faculty, and staff.
7. Identifies local and national resources and opportunities for diversity program development, such as state and federal grants and funding collaborations.
8. Assists OIDI with special projects, such as developing and maintaining departmental newsletter and providing assistance to the CCAC Employee Resource Groups and the Men of Merit Initiative (MMI) and Women on a Mission (WOM).
9. Develops innovative student and employee activities that promote diversity using new technology and creative programming.
10. Participate in hearing board process as needed.
11. Collaborate and consult with Human Resources, Division of Student Services, General Counsel and other relevant college personnel, as needed or directed.
12. Assist Civil Rights Compliance Officer with the development and implementation of a case management database to organize, manage, and track all Civil Rights complaints.

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13. Conduct research and attend trainings to maintain knowledge civil rights and non-discrimination of laws and regulations. Maintain knowledge and attend trainings relating to investigatory processes and practices.

14. Perform other related duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available

[url=https://apptrkr.com/get_redirect.php?id=2079924&targetURL=https://ccac.csod.com/ats/careersite/search]

To view the full job posting and apply for this position, go to:

[url=<https://apptrkr.com/2079924>][<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=739&site=3>]

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Office Diversity & Inclusion
Community College of Allegheny County

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