Title: Assistant Director, Equal Opportunity

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, assist with the direction, management and supervision of the operations of the Office of Equal Opportunity.

Characteristic Duties

- Assist with the direction, management and supervision of the operations of the Office of Equal Opportunity.
- Assist managers and departments to achieve affirmative action goals established for protected classifications.
- Oversee hire process (PeopleAdmin) for colleges and departments.
- Resolve issues related to recruitment concerns. Assist managers to improve diversity in applicant flow.
- Evaluate recruitment objectives. Determine whether the objective meet compliance standards.
- Develop and conduct training. Provide guidance to managers and departments.
- Conduct complaint investigations. Assist departments to resolve problems related to equal opportunity and diversity issues.
- Interpret and implement equal opportunity and affirmative action laws and regulations. Assist with coordination of affirmative action plan.
- Represent the department in supervisor’s absence; serve as member on various committees; act as liaison to other university units.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in a related field. Experience must be in equal employment and affirmative action compliance, complaint investigation, mediation, conflict resolution or related area. Experience may also require at least three (3) years supervision.

Last updated: May 2007

An affirmative action/equal opportunity institution