

# The University of Texas at San Antonio

## Job Description

Job Title: Equal Opportunity Investigator & Deputy Title IX Coordinator  
Code: 19535  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Equal Opportunity Services  
Reports To: Assistant Director of EOS/Deputy Title IX Coordinator

## Summary

- Function: Investigates internal EEO and Title IX claims, assuring university compliance with EEO laws and guidelines, UTSA policies and procedures, and works with EOS office team to implement policies under the EOS purview through investigations, education and training.
- Scope: Assist EOS Director and Assistant Director in all compliance and investigative matters including EEO and Title IX claims and all other matters under the EOS purview.

## Duties

- Typical:
  1. Conduct EEO investigations, including sexual harassment and sexual misconduct and relationship violence. Responsible for evaluation of statistics, analysis of investigations, and drafting determination of results including formal memorandum to various departments. Coordinates with Student Affairs, UTSA PD, and other appropriate offices on investigations.
  2. Interview complainants, respondents and witnesses, and analyze documents and all collected evidence. Prepare written analysis of investigations with findings and recommendations.
  3. Attend various University committee meetings as assigned including outreach planning meetings and others.
  4. Coordination with Student Affairs to develop and implement student disciplinary procedures in compliance and attend weekly conduct meetings.
  5. Coordinate interim measures for student when appropriate.
  6. Provide accurate, sound, and expert advice to the University community as it relates to EEO and Title IX matters.
- Periodic:
  1. Provide training as needed for the University as well as various

- presentations on EEO and Title IX matters.  
 2. Perform additional duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution in any related field of study.	Master's degree from an accredited institution in Social Work, Human Resources, Gender Studies, Law, or other closely related areas.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent written and verbal communication skills.	Experience in higher education working with faculty, staff and student populations.  Understanding of community partner organizations.
Criminal Background Check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Minimum of one year experience in conducting discrimination and sexual harassment investigations within an Equal Opportunity compliance program or within Employee Relations.	Experience in the area of EEO/Title IX.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computers, Microsoft Office software suite to include Word, Excel, PowerPoint, Access and Outlook; and standard office equipment.	Experience with Maxient or other similar databases.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasional overtime and travel.

***Supervision***

<b>Received</b>	
Supervised by Assistant Director/Deputy IX Coordinator with limited supervision Director/Title IX Coordinator	

***Accuracy***

Proficiency in all assigned duties.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.