

The University of Texas at San Antonio

Job Description

Job Title: Sr EO Investigator & Deputy Title IX Coordinator
Code: 19536
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Equal Opportunity Services
Reports To: Assistant Director of EOS/Deputy Title IX Coordinator

Summary

- Function: Investigates internal EEO claims, assuring university compliance with EEO laws and guidelines, UTSA policies and procedures, and monitors faculty and executive administrator hiring.
- Scope: Provides guidance and leadership in all compliance matters regarding EEO claims.

Duties

- Typical:
 1. Conducts investigations, and provides guidance to team members in the conduct of EEO investigations, including sexual harassment and sexual and relationship violence. Responsible for evaluation of statistics, analysis of hiring issues, ads and search initiation documents, analysis of investigations, and drafting determination of results. Coordinates with Student Affairs, UTSA PD, and other appropriate offices on investigations.
 2. Interview complainants and witnesses, and analyze documents and all collected evidence. Prepare written analysis of investigations with findings and recommendations.
 3. Research current activities with respect to the Affirmative Action Plan, and communicate with HR to obtain demographic information for preparation of AAP.
 4. Review and edit faculty recruitment advertisements and recruitment plans. Provide additional advertisement resources as needed. Review pools to determine whether the pool is diverse and return all documentation to the respective College expeditiously.
 5. Provide guidance and leadership in the review of revisions to existing policies and procedures.
- Assists with developing and delivering training and awareness communication on sexual harassment sexual and relationship violence for the UTSA campus.

<p>Working with Assistnat Director, may assume responsibility for event tracking and reporting as required by Title IX and the Campus Save Act</p> <ul style="list-style-type: none"> • Coordination with Student Affairs to develop and implement student disciplinary procedures in compliance with Campus Save Act. • Communicate with student advisors (attorneys and parents) on Title IX and Campus SaVE investigations. • Coordinate academic relief and interim measures for student who are victims of sexual or relationship violence. <ul style="list-style-type: none"> 1. 2. Develop programs designed to enhance the image of the University as an equal opportunity employer and educator. 3. Provide accurate, sound, and expert advice to the University community as it relates to EO matters and resolution of EO internal complaints. 4. Manage day to day operations; ensure employees are technically proficient, ensure fiscal compliance. • <u>Periodic:</u> <ul style="list-style-type: none"> 1. Provide training as needed for the University as well as various presentations on EEO matters. 2. Perform additional duties as assigned.

Education

Required	Preferred
Bachelor’s degree from an accredited institution in any field of study.	Master’s degree from an accredited institution in any field of study.

Other Requirements

Required	Preferred
Excellent written and verbal communication skills.	N/A
Criminal Background Check.	

Experience

Required	Preferred
Minimum of four years experience in conducting discrimination and sexual harassment investigations within an Equal Opportunity compliance program or within Employee Relations.	Experience in the area of Affirmative Action plan development.
	Experience developing and conducting trainings/presentations.
	Similar experience in Higher Education.

Equipment

Required	Preferred
Personal computers, Microsoft Office software suite to include Word, Excel, PowerPoint, Access and Outlook; and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Occasional overtime and travel.

Supervision

Received	Given
Very limited supervision by the Chief Legal Officer.	Direct supervision of Equal Opportunity Investigators and other assigned staff.

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.
