



**University of Texas at El Paso  
Job Description**

**Job Code:** 9563  
**Job Title:** Manager - Equal Opportunity  
**Department:** Equal Opportunity  
**Reports To:** Assistant Vice President for Equal Opportunity  
**FLSA:** Exempt  
**Prepared by:** Human Resource Services  
**Creation/Revision:** December 16, 2010

**Summary:** Manages the administration of a campus-wide Equal Opportunity and Affirmative Action program.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Manages all phases of work in the areas of equal opportunity and affirmative action.

Monitors and reviews university search/recruitment processes to ensure compliance with state and federal laws and regulations.

Prepares, updates and monitors the University's Affirmative Action Plan.

Researches, compiles, analyzes, and prepares data for state, federal, regulatory agency and other ad-hoc report; utilizes internal and/or external systems for the extraction and submission of data; ensures accuracy of reports prior to submission.

Develops, coordinates, and conducts training sessions to promote an environment of non-discrimination and awareness.

Assists in the development of policy statements; researches, updates/maintains and disseminates information on policies and procedures related to equal employment opportunity; coordinates with departments on changes regarding laws, rules, regulations, and policies that impact compliance initiatives.

Conducts complaint investigations and reviews ADA accommodation requests.

Maintains and updates department manuals.

Maintains the highest degree of confidentiality on all sensitive information this position is privy to.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

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Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** Bachelor's degree from four year college or university within area of assigned responsibility.

**Minimum Experience required:** Five years of related experience to the essential duties and responsibilities. Familiarity with state and federal laws and regulations, including numerical and statistical



requirements, as they apply to Equal Opportunity, Affirmative Action, and Human Resources. Experience summarizing research for reporting and presentations to various audiences. Experience in using databases, conducting data analysis, report writing. Experience with supervision of personnel. Minimal travel is required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk and use hands to feel. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.