



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

Job Code: 9564
Job Title: Equal Opportunity Coordinator
Department: Equal Opportunity
Reports To: Equal Opportunity Director
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Assists in the administration of a campus-wide program of Equal Opportunity and Affirmative Action in compliance with state and federal laws and the Regent's Rule and Regulations of the University of Texas System.

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:

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

Develops, coordinates and conducts training sessions for faculty, staff and students utilizing a variety of methods including, computer-based training, lecture, Powerpoint presentations and interactive role-playing; monitors and documents trainings; establishes evaluation tools to measure the effectiveness of the training programs.

Tracks and monitors employee recruitment and retention programs to attract and retain diverse qualified faculty and staff; assists in the review of applicant pools and search/hiring materials ensure that there is no discriminatory effect.

Provides technical assistance to administrators with the collection, analysis, and management of diversity, employment and availability data, and the identification of problem areas; assists in the compilation of data to measure the effectiveness of recruitment.

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

Assists with complaint investigations and ADA accommodation requests, as needed.

Maintains and updates department manuals and website.

Assists with the direction/supervision of administrative staff as needed.

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.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.



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: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

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.