



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

Job Code: 19564
Job Title: Equal Opportunity Coordinator
Department: Equal Opportunity
Reports To: Equal Opportunity Director
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: August 26, 2015

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.

Responsible to train and inform faculty search committee(s) about UTEP policy and regulations related to equal opportunity.

Plan, coordinate and monitor recruitment and retention programs to attract and retain diverse qualified faculty.

Works with faculty search committee(s) to develop a strategic recruiting plan to incorporate diversity to the applicant pool(s). Provides assistance in the planning and administration of faculty search activities and initiatives to incorporate diversity.

Reviews applicant pools and search/hiring materials to 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.

Assist in the compilation of data to measure diversity effectiveness in the faculty recruitment process.

Assists with responding to routine questions regarding faculty recruitment process and equal opportunity best practices.

Responsible for maintaining applicant affirmative action information and recruitment records, analyzing diversity and preparing data for reporting to a variety of University groups.

May assist in planning and research functions related to equal opportunity.

Develops, coordinates and conducts training sessions for faculty, staff and students pertaining to a wide range of equal opportunity topics.

Monitors and documents trainings; establishes evaluation tools to measure the effectiveness of the training programs.

Maintains and updates departmental procedure(s), manual(s) and website.

Will periodically oversee and coordinate special projects for the department in relation to equal opportunity.

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.