



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

Job Code: 9589
Job Title: EO/AA Assistant
Department: Equal Opportunity Office
Reports To: In accordance with specific departmental policies
FLSA: Non-Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Assists with monitoring the University's employment practices to ensure compliance with Equal Employment Opportunity and Affirmative Action regulations. Provides clerical and administrative support requiring frequent use of judgment and discretion.

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 the coordination of employee recruitment programs designed to attract and retain diverse, qualified faculty and staff; tracks and properly documents the search and hiring processes for Faculty, Classified, and Administrative and Professional positions; maintains required databases in File Maker Pro and SPSS programs to track requisitions and applicant pools; updates and verifies data for accuracy and generates applicant pool reports for EO/AA Director; identifies and notifies the EO/AA Director of potential problems to prevent discriminatory effects

Records and tracks internal and external discrimination complaints and ADA accommodation requests.

Compiles, generates and distributes standard and ad hoc reports

Assists with scheduling, developing, updating and conducting university-wide presentations and trainings; assists with tracking employee completion of state mandated trainings; researches EO/AA topics at Director's request.

Supervises, assigns duties to, and manages the workflow of temporary and hourly employees or other administrative staff ; outlines and explains University procedures and policies to supervisory workers, and monitors compliance; supervises various office management functions, including scheduling and preparing staff departmental meetings, and, coordinating facilities and mail service activities.

Screens incoming calls and correspondence and responds independently when possible or directs calls to appropriate individual; routes priority mail to EO/AA Director.

Provides clerical and administrative support for management and department staff, including initiating, drafting, and proofreading correspondence, preparing letters or memorandums, and purchase requisitions.

Maintains the EO/AA Director's calendar.

Updates and maintains department website, manuals, and other materials.

Maintains attendance reports for all department personnel; assists with budget preparation and monitors budget throughout fiscal year.

Acts as custodian of all department confidential files to include records management for all office files.

Maintains a high 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: Associate degree or equivalent from two-year College or technical school.

Minimum Experience required: Four 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 regularly required to stand; and walk. The employee is frequently required to sit; use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and move up to 25 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.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.