



The University of Texas at San Antonio™

Job Description

Job Title:	Equal Opportunity Investigator & Deputy Title IX Coordinator	Job Family:	Compliance/ Legal
Type:	Exempt	Job Code:	19535
Department:	Equal Opportunity Services	Salary Grade:	63
Reports to:	Assistant Director of EOS/Deputy Title IX Coordinator	Created/Revised:	7/13/2022
Work Modality:	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Investigates internal EEO and Title IX claims, assuring university compliance with EEO laws and guidelines, UTSA policies and procedures, and works with EOS office team to implement policies under the EOS purview through investigations, education and training. Assists EOS Director and Assistant Director in all compliance and investigative matters including EEO and Title IX claims and all other matters under the EOS purview.

Core Responsibilities

Typical:

1. Conducts EEO investigations, including sexual harassment and sexual misconduct and relationship violence. Responsible for evaluation of statistics, analysis of investigations, and drafting determination of results including formal memorandum to various departments. Coordinates with Employee Relations, Student Affairs, UTSA PD, UTSA PEACE Center and other appropriate offices on investigations.
2. Interviews complainants, respondents and witnesses, and analyze documents and all collected evidence. Prepares written analysis of investigations with findings and recommendations.
3. Attends various University committee meetings as assigned including outreach planning meetings and others.
4. Coordination with Student Affairs to develop and implement student disciplinary procedures in compliance and attends weekly conduct meetings.
5. Coordinates interim measures for parties when appropriate prior to or during a HOP 9.24 investigation.
6. Provides accurate, sound and expert advice to the University community as it relates to EEO and Title IX matters.
7. Performs other duties as assigned.

Periodic:

1. Provide training as needed for the University as well as various presentations on EEO and Title IX matters.
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Minimum Requirements

Education/Certifications

- Bachelor's degree from an accredited institution in any related field of study.

Preferred Education/Certifications

- Master's degree from an accredited institution in Social Work, Human Resources, Gender Studies, Law, or other closely related areas.

Preferred Experience

- Experience in the area of EEO/Title IX. Experience in conducting investigations.

Knowledge Skills & Abilities

- Excellent written and verbal communication skills.
- Experience in higher education working with faculty, staff and student populations.
- Understanding of community partner organizations.
- Experience in the area of EEO/Title IX.
- Experience with Maxient or other similar databases.
- Experience in conducting discrimination and sexual harassment investigations within an Equal Opportunity Office, Title IX Office or Human Resources.
- Personal computers, Microsoft Office software suite to include Word, Excel, PowerPoint, Access and Outlook; and standard office equipment.

Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Usual office conditions.
- Occasional overtime and travel.

Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional