



The University of Texas at San Antonio™

Job Description

Job Title:	Senior Equal Opportunity Investigator & Deputy Title IX Coordinator	Job Family:	Compliance/Legal
Type:	Classified – Exempt	Job Code:	19536
Department:	Equal Opportunity Services	Salary Grade:	64
Reports to:	Assistant Director of EOS/Deputy Title IX Coordinator	Created/Revised:	09/2022
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires 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 claims, assuring university compliance with EEO laws and guidelines, UTSA policies and procedures, and monitors faculty and executive administrator hiring.

Core Responsibilities

1. Provides guidance and leadership in all compliance matters regarding EEO claims.
2. Conducts investigations, and provides guidance to team members in the conduct of EEO investigations, including sexual harassment and sexual and relationship violence. Responsible for evaluation of statistics, analysis of hiring issues, ads and search initiation documents, analysis of investigations, and drafting determination of results. Coordinates with Student Affairs, UTSA PD, and other appropriate offices on investigations.
3. Interview complainants and witnesses, and analyze documents and all collected evidence. Prepare written analysis of investigations with findings and recommendations.
4. Research current activities with respect to the Affirmative Action Plan, and communicate with HR to obtain demographic information for preparation of AAP.
5. Review and edit faculty recruitment advertisements and recruitment plans. Provide additional advertisement resources as needed. Review pools to determine whether the pool is diverse and return all documentation to the respective College expeditiously.
6. Provide guidance and leadership in the review of revisions to existing policies and procedures.
7. Assists with developing and delivering training and awareness communication on sexual harassment sexual and relationship violence for the UTSA campus.
8. Working with Assistant Director, may assume responsibility for event tracking and reporting as required by Title IX and the Campus Save Act.
9. Coordination with Student Affairs to develop and implement student disciplinary procedures in compliance with Campus Save Act.
10. Communicate with student advisors (attorneys and parents) on Title IX and Campus SaVE investigations.
11. Coordinate academic relief and interim measures for student who are victims of sexual or relationship violence.
12. Develop programs designed to enhance the image of the University as an equal opportunity employer and educator.

13. Provide accurate, sound, and expert advice to the University community as it relates to EO matters and resolution of EO internal complaints.
 14. Manage day to day operations; ensure employees are technically proficient, ensure fiscal compliance.
 15. Provide training as needed for the University as well as various presentations on EEO matters.
 16. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
 17. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
 18. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

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

Experience

- Minimum of four years of experience in conducting discrimination and sexual harassment investigations within an Equal Opportunity compliance program or within Employee Relations.
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Knowledge Skills & Abilities

- Excellent written and verbal communication skills.
 - Proficient in Microsoft Office Suite
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Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

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

Working Conditions

Working Environment:

- Office Environment.
- Occasional overtime and travel.
- Personal computer and standard office equipment.

Physical Demands:

- Describe any Physical Demands of the Position
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