

The University of Texas at San Antonio

Job Description

Job Title: Equal Opportunity Analyst
Code: 19537
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Office of Equal Opportunity Services
Reports To: Senior Equal Opportunity Investigator

Summary

- **Function:** To provide professional skills in conducting research and analyzing data to aid administrators in the decision making process and assist in the fiscal and business management and administrative services for the department.
- **Scope:** Responsible for collecting and analyzing information on a wide range of EEO topics, and preparing various reports for the Office of Equal Opportunity Services..

Duties

- **Typical:**
 1. Implement and maintain database and software to support acquisition, analysis and tracking for the University on matters such as EO complaints, trends in complaint data, national and historical recruitment trends and tracking of annual faculty recruitment training and other EO topics.
 2. Responsible for maintaining files, analyzing and reporting data to provide assistance in the preparation of charts and briefing manuals for presentation of this information to a variety of University groups, to include the President and CMO.
 3. Oversees all administrative and fiscal activities of the department, including budget management, account reconciliation and reporting, monitor all department expenditures.
 4. Provides assistance in the planning and in the administration of internal activities and initiatives for the department.
 5. Provide professional administration and managerial skills in the coordination of all phases of the department. Keeps the EO Investigators informed of unit status.
 6. Responsible for the intake of EEO complaints received by students, faculty and staff
 7. Responsible for the coordination and supervision of administrative support staff or work-study students.

8. Assist in responding to routine questions regarding faculty recruitment training and searches.
9. Assist in responding to questions from outside agencies, component universities and the community with information regarding the department.
10. Perform additional duties as assigned.

- Periodic:

1. N/A

Education

Required	Preferred
Bachelor's Degree from an accredited institution in any field of study.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Two years of increasingly responsible experience in administration or business management including at least one year of data reporting experience.	N/A

Equipment

Required	Preferred
Personal computers, Microsoft Office to include Word, Excel, PowerPoint, Access and Outlook; and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual academic office conditions.	N/A

Supervision

Received	Given
Direct supervision by the Senior Equal Opportunity Investigator.	None.

Accuracy

Proficiency in all assigned duties.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.