## Diversity, Equity, & Inclusion Representative

## Job Code 50037956

### General Description
Responsible for recruiting, consultation and support with knowledge about technical systems for recruiting, Talent Acquisition or DEI. Responsible for providing support to the unit and to the manager.

### Examples of Duties
Provide consultation support in recruiting, talent acquisition and DEI initiatives.
Support strategic goals, objectives, and key performance indicators.
Support the implementation of tools and recruiting approaches to develop and maintain a highly qualified and diverse candidate pool.
work products supporting a recruitment plan for administrative and staff positions.
Attend career fairs and community relationship-building events.
Perform other duties as assigned.

### Knowledge, Skills, and Abilities
**Knowledge of:** Texas State University System rules and regulations, University Policy and Procedure Statements, federal and state HR laws including but not limited to FLSA, ADA, Veteran's Administration, Homeland Security, federal immigration, and the Fair and Accurate Credit Transactions Act, and human resources management practices relevant to area of assignment; online employee application systems and processes including the university's EASY application; and employee testing programs including the university's OPAC programs.

**Skill in:** Promptly and accurately responding to requests for written information; preparing spreadsheets, reports, memos, and job postings; working as a team member; identifying problems inhibiting subordinates work performance.

**Ability to:** Read and interpret policies, procedures and requests; perform intermediate math; communicate with others; maintain confidentiality; multitask; establish rapport with others and utilize spreadsheet software.

### Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

### Other Requirements