Equity and Inclusion Analyst

Job Code 00001472

General Description
Responsible for evaluating, reviewing, tracking staff and faculty hiring process; managing the intake and investigation process according to University Policies and Procedures.

Examples of Duties
Review job applications and hiring recommendations to insure compliance.
Coordinate EEO intake and investigatory process for complaints.
Coordinate attempts to resolve individual employee concerns, conflicts, and/or complaints about harassment, discrimination, promotions and other issues.
May recommend solutions to resolve individual employee conflicts and/or complaints.
Interpret University Policies and Procedures related to equity and inclusion issues.
Provide information and assistance to students and faculty.
Develop and maintain accurate records.
Gather information and/or compile data and statistics.
Prepare preliminary analysis of faculty and staff hiring patterns to determine impact of employment practices.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University procedures and policies, university discrimination policies and federal and state laws, advertising entities, university employment policies and search procedures.

Skill in: Preparing reports, in effectively training, directing, and monitoring the work of others and, giving presentations.

Ability to: Understand written instructions, interpret technical documents, to perform basic math, to explain policies and procedures.

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