Equity and Inclusion Specialist

Job Code 50022775

General Description
Responsible for all aspects of hiring and selection actions reviewed in the office.

Examples of Duties
Review and analyze all faculty hiring and selection activities to ensure process provides equity and access to all applicants.
Manage the Equity and Access Committee activities.
Prepare and analyze equity and access performance measures, including affirmative action requirements.
Prepare, conduct, and facilitate diversity related and EO related presentations.
Process requisitions for the Office of Equity and Access.
Monitor and reconcile budget expenditures; Office Webmaster.
Review and update University policy and procedure statements to ensure alignment with equity and access policies and procedures.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Faculty and staff rules and regulations; laws, guidelines, policies related to civil rights and Title IX; university procedures and standards for EEO and Title IX Compliance; web page maintenance using content management software.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff; coordinating meetings with Texas State Faculty and staff, and other state agency representatives.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; prioritize own workload and readjust as needed; determine whether cases are complete and timely.

Educational Experience
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