Equity and Inclusion Representative

Job Code 50026882

**General Description**
Responsible for tracking all aspects of the EEO and Title IX case notifications to ensure case files remain up to date and complete.

**Examples of Duties**
- Track Title IX and EEO cases.
- Coordinate Equal Opportunity and Title IX intakes.
- Evaluate and assess need for priority processing.
- Complete required notifications and communications for all EEO and Title IX cases.
- Coordinate investigations, hearings and appeals including notification of all parties.
- Responsible for daily administration of Sexual Misconduct website.
- Gather information and/or compile data and statistics.
- Develop and maintain accurate records.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University policies and procedures; faculty and staff rules and regulations; laws, guidelines, and policies related to civil rights and Title IX; University procedures and standards for EEO and Title IX compliance; use of personal computer and software.

**Skill in:** establishing rapport with faculty and staff; coordinating meetings and schedules; mediating disputes; communicating with potentially hostile faculty, staff or students.

**Ability to:** prepare clear, concise and grammatically correct reports; perform basic math; delegate responsibilities to others; prioritize own workload and readjust as needed; determine whether cases are complete and timely; maintain department web page maintenance.

**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**