

Position Number: 002088

The EEO Complaint Investigator is responsible for investigating protected class complaints and reports to the Associate Provost for Equity and Diversity in the Office for Equity and Diversity (OED). The Complaint Investigator will ensure effective and efficient management and resolution of complaints, which includes performing the following:

- * Intake complaints and assess appropriate resolution process and procedural protocol to be followed. Provide consultation and education to students, faculty, and/or staff on discriminatory practices, equity matters, policies, procedures, and options for resolution of complaint matters.
- * Investigate complaints of discrimination and harassment filed by students, staff, faculty, or visitors in compliance with federal and state laws, executive orders, and University policies and procedures. Process within specific time constraints investigations, analyses, and report findings and conclusions of complaints filed with the OED. Ensure effective, efficient, thorough and impartial investigations while ensuring attention to detail and accuracy regarding facts, relevance, and investigation documentation.
- * Investigation duties will include, but not limited to: develop an investigation plan, analyze complaint to identify allegations, interviewing complainant and respondents, identify and interview witnesses, identify and collect relevant documentation, appropriately document interviews and other investigation findings according to the OED investigation process format, and analyze information gleaned from investigation to determine findings.
- * Report detailed written analysis and findings from complaint investigation to the Associate Provost in accordance with applicable EEO legal requirements and the OED investigation process format.
- * Provide regular updates to the Associate Provost and OED Case Management team about case management approach, status, and progress.
- * Maintain accurate, thorough, and confidential investigatory records and reports of finding.
- * Prepare materials for, assist with, and participate in appeals hearings, as assigned.
- * Facilitate, within specific time constraints, informal resolution of protected class complaints, when appropriate. Document efforts and conclusion of informal resolution.
- * Interact with students, faculty, managers, administrators, and employees at all levels of the University in performing investigative and informal resolution duties. Collaborate with the Office of the University Counsel with investigations involving the EEOC, OCR, and North Carolina Office of State Human Resources complaints, as well as complaints raised by other applicable outside agencies, organizations, and constituencies.
- * Evaluate the appropriateness of involvement of the OED and recommend to the Associate Provost matters to be referred. Collaborate with other campus offices (i.e., Dean of Students, Office of Student Rights and Responsibilities, ECU Police Department, Human Resources, Office of Internal Audit), as appropriate.
- * Serve as one of the subject matter experts on equity and diversity matters and related policies and procedures. Review and propose to the Associate Provost updates to University harassment and discrimination policies and procedures to ensure compliance with EEO laws and regulations. Work collaboratively with OED staff to provide content for marketing, communication, education and training.
- * Identify and recommend best practices in complaint investigations and in higher education institutions, including Title IX cases, to the Associate Provost and OED Case Management team.
- * Provide education and training to students, faculty and staff on issues of prohibited harassment or discrimination, including sexual harassment and sexual violence, as assigned by the Associate Provost.

* Provide other services as assigned by Associate Provost.

Qualifications: MINIMUM QUALIFICATIONS

- 1) Masters, J.D., or Advanced Degree; or Bachelor's degree with an equivalent combination of relevant education and experience. All degrees should be from appropriately accredited institutions.
- 2) Demonstrated experience in conducting investigations.
- 3) Ability to work in a culturally diverse environment and interact with culturally diverse individuals at all levels of the organization.
- 4) Evidence of excellent written and oral communication, and human relations/interpersonal skills.

PREFERRED QUALIFICATIONS

- 1) At least 3 years of experience conducting investigations in a higher education setting.
- 2) At least 3 years of experience interpreting federal and state EEO laws, and affirmative action and Title IX regulations.

East Carolina University requires applicants to submit a candidate profile on-line in order to be considered for the position. Applicants should submit (1) a cover letter that outlines how their experience and qualifications specifically align to this position, (2) a curriculum vitae/resume, (3) two redacted writing samples related to an EEO investigation, (4) a redacted sample investigation plan related to an EEO investigation, and (5) a list of three references, including contact information, online. Additionally, applicants should arrange for three letters of recommendation that speak directly to their qualifications for this position to be submitted directly to:

Search Committee Chair
East Carolina University
Old Cafeteria Bldg. Suite G406
Greenville, NC 27858

Job Close Date: February 20, 2014

East Carolina University is an Equal Opportunity/Affirmative Action University that accommodates individuals with disabilities.

Individuals requesting accommodation under the Americans with Disabilities Act (ADA) should contact the Department for Disability Support Services at (252) 737-1016 (Voice/TTY).

To apply, visit this job posting at ecu.peopleadmin.com/applicants/Central?quickFind=73878.

Apply Here: <http://www.Click2Apply.net/2ty9yh6>