

Assistant Director, Equal Opportunity

Join the Division of Institutional Equity and Diversity as we partner with University of North Texas (UNT) faculty, staff and the local community to uphold an inclusive environment that promotes UNT student success in a global marketplace. The UNT community highly values the educational benefits of diversity and actively supports and respects all of our members. We are looking for an administrative employee to be a part of our exciting strategic initiatives and expansive vision for the future of UNT.

As one of Texas' largest Universities, UNT is a 500-acre campus located in Denton, Texas, approximately 39 miles from the most dynamic metropolitan areas in the U.S., Dallas/Fort Worth. UNT is home to over 39,000 students and employs over 8,000 faculty and staff members.

The Inst Equity & Div Department at the University of North Texas is seeking to hire a Assistant Director, Equal Opportunity to join our team. This position is responsible for receiving, triaging, and investigating discrimination, harassment, and retaliation complaints from University employees, students, and community members based on protected status within the University. This position also delivers training across campus.

Responsibilities of the position include, but are not limited to:

- Performs discrimination, harassment, and retaliation investigations; functions as the office point of contact for inquires and walk-ins; consults with Assistant Vice President as needed to respond to consultations, prepares clearly-written investigative reports making final determinations in investigations with minimal supervision.
- Coordinates interim measures and accommodations with complainants; respondents; the Survivor Advocate; and other relevant University offices, departments, and personnel as needed.
- Works with the Dean of Students Office to coordinate student programs related to the University's Title IX efforts, religious accommodations, and other related matters.
- Adeptly delivers EEO training programs across campus, including anti-discrimination, sexual misconduct, EEO managerial essentials, and search committee training with in-person or online formats.

NOTE: This job description is not intended to be all-inclusive. The successful candidate may perform other job-related duties as assigned, and those duties may change over time in accordance with the ongoing needs of the department.

The successful candidate will possess a Bachelor's Degree in related field and five years of related professional experience; or any equivalent combination of education, training, and experience.

The following knowledge, skills, and abilities are required:

- At least two years of demonstrated professional experience conducting investigations.
- Strong skills in the areas of conflict resolution, problem solving, and interviewing.
- Exposure to nondiscrimination laws and compliance regulations (e.g., Title VI, Title VII, Title IX, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Clery Act, and VAWA) and federal and state rules and regulations related to EEO/AA programs.
- Excellent judgment with the ability to manage highly sensitive and confidential information.

- Strong analytical skills and the ability to assess and negotiate complex, highly sensitive situations.
- Excellent written and oral communication skills, including skill in writing grammatically correct, concise, and logical analytical reports to convey complex issues.
- Strong problem solving and critical thinking skills including the demonstrated ability to analyze information, evaluate results, and facilitate resolution of complex complaints.
- Ability to work collaboratively and professionally across multiple constituencies to resolve complaints in a neutral, sensitive manner.

The preferred candidate will possess the following additional qualifications:

- Knowledge of or professional experience conducting investigations related to sexual misconduct, sexual harassment, gender-related violence, and/or discrimination in a higher-education setting or other related field.
- Ability to communicate effectively with diverse populations orally and in writing, and demonstrated public-speaking experience.
- Demonstrated commitment to working with and for diverse, multicultural populations.
- Thorough understanding of nondiscrimination laws and compliance regulations (e.g., Title VI, Title VII, Title IX, the Clery Act, and VAWA) and federal and state rules and regulations related to EEO/AA programs.
- Experience with the preparation of reporting for the Affirmative Action Plan, including retrieving and editing data and creating reports such as the workforce analysis, adverse impact analysis, applicant flow, etc.

Please apply online at <https://jobs.unt.edu/applicants/Central?quickFind=66690>

The University of North Texas System and its component institutions are committed to equal opportunity and comply with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of North Texas System and its component institutions do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status in its application and admission processes, educational programs and activities, and employment practices.