Position Summary:
Florida Atlantic University is seeking a Civil Rights Investigator and Trainer, Boca Raton, FL.

With over 30,000 students from all 50 states and over 180 countries, 21 intercollegiate teams, 180 plus degree programs, and an administration that thrives on discovery and excellence, FAU is pushing the boundaries of higher education. Florida Atlantic's faculty and staff are trailblazers and innovators with a passion for finding creative solutions while advancing science, art, and technology in all disciplines. Our work environment is a hub of cultures from across the nation and the world, making FAU a place where collaboration flourishes.

Summary of Responsibilities:

- Serve as an investigator for investigations of discrimination, harassment, sexual misconduct, relationship violence and stalking.
- Write investigations reports in a timely fashion.
- Assist with processing Incident Reports, complaints, in a timely manner and working with the case management plan for cases.
- Assist in drafting allegations, notice of investigations, and other administrative tasks.
- Monitor Investigations to ensure an efficient and effective response.
- Collaborate with other campus offices, as needed, to coordinate and execute in a timely manner the University's response and investigation of complaints.
- Stay abreast of regulations and statutes relating to discrimination, harassment, gender based violence including, but not limited to, Title II, Title VI, Title VII, Title IX, VAWA, and Clery.
- Act as university representative when attending conferences and communicating with federal government compliance or investigation officers.
- Assist in the development and dissemination of educational materials and in-service training tailored to faculty, staff, and students.
- Refer resources to faculty, staff, and students who could benefit from supplementary support during the investigation.
- Assist in development of the University's annual Affirmative Action Plan.
- Perform other duties as assigned by the Executive Director or designee.
- Support EIC's mission and represent EIC in administrative duties and other duties as assigned.
- Develop and assist with training related to the office.

Minimum Qualifications:
Bachelor's degree from an accredited institution in appropriate area of specialization and two years of related experience required.

At least one year of experience in each of the following areas required:
- Equal Opportunity Programs and Investigations
- Affirmative Action Plans
- Training Development and Presentation

Salary:
$48,000 - $61,000

College or Department:
Office of Equity, Inclusion and Compliance

Location:
Boca Raton