Job Title: Affirmative Action/Equal Employment Opportunity (AA/EEO) Specialist I

BCAT Code: 09KX03  Effective Date: May 1, 2013
Pay Grade: G14   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Maintains the internal complaint case management software and prepares internal complaint related reports from the software. Conducts AA/EEO related training and internal investigations, monitors the classified hiring process, and assists with faculty hires.

Examples of Duties
- Coordinates the investigative intake process.
- Investigates and coordinates alleged internal violations of Title VII, the Age Discrimination in Employment Act (ADEA), and Title IX discrimination complaints with the oversight of the Assistant Vice President (AVP)/Title IX Coordinator.
- Assists with writing and implementing policies and procedures for the complaint process.
- Monitors the classified hiring process.
- Coaches the customer base on AA/EEO compliance.
- Maintains the internal complaint case management software.
- Prepares internal related reports.
- Assists with the faculty hiring process.
- Conducts AA/EEO related training on the hiring process and complaint process.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of applicable policies, procedures, and laws.
- Knowledge of AA/EEO principles and regulations.
- Knowledge of word processing, spreadsheets, and databases.
- Effective time management and organizational skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to work efficiently and cooperatively with a diverse population.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of experience in AA/EEO and/or Human Resources Administration; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.