**Georgia State University**

**Job Specification**

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

<table>
<thead>
<tr>
<th>BCAT Code: 09KX04</th>
<th>Effective Date: January 1, 2008</th>
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<tr>
<td>Pay Grade: G15</td>
<td>FLSA Status: Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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**General Description**

This position will work closely with faculty search chairs in their recruitment efforts, assist with the processing of classified hires, and assist with AA/EEO investigations.

**Examples of Duties**

- Develops, implements, and monitors the organization’s affirmative action policy and program by researching, writing, and updating the Affirmative Action Plan to ensure compliance with government regulations.
- Monitors the faculty hires.
- Collects benchmarking data related to AA/EEO/Diversity in Higher Education, in particular with Urban 13 institutions.
- Provides research and data based matters associated with AA/EEO/Diversity in Higher Education and Urban 13 institutions.
- Convenes on various committees to accomplish department and university-wide goals.
- Maintains the data on compliance recruiting resources.
- Assists the AA/EEO Specialist I with internal investigations.
- Assists the department of Diversity Education Planning with special projects.
- Conducts AA/EEO training, consulting, and projects as needed.
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of a range of employment laws and practices, such as Title VII, title IX, the Americans with Disabilities Act (ADA), recruitment, etc.
- Knowledge of basic computer operations and software, such as spreadsheets, databases, and word processing.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

**Minimum GSU Hiring Standards**

Bachelor’s degree and two years of related experience; or a combination of education and related experience.

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*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.*