General Description
Coordinates conferences and meetings, and assists with planning, promoting, and facilitating activities and events critical to the success of the Affirmative Action and Equal Employment Opportunity (AA/EEO) Training and Compliance function. Assists with the implementation and execution of policies and procedures, initiatives and programs.

Examples of Duties
- Creates, edits, and proofreads documents, such as technical document, AA/EEO policies and procedures, proposals, and presentations.
- Coordinates the gathering, maintenance, and analysis of data, information, and documents related to AA/EEO training and compliance initiatives.
- Develops and prepares time sensitive reports.
- Manages all print and web-based communication that disseminates information related to AA/EEO Training and compliance and its initiatives; maintains and updates the AA/EEO Training and Compliance website.
- Assists with planning, promoting, and facilitating AA/EEO training at the University, such as compliance with state and federal laws, and University System of Georgia (USG) regulations and policies; assists in the material design.
- Coordinates the logistics associated with planning conferences, workshops, training, educational sessions and meetings.
- Assists in developing and implementing strategies to monitor and evaluate institution-wide progress in creating an AA/EEO compliance work environment.
- Assists in developing and implementing tracking processes to monitor the AA/EEO training and intervention.
- Maintains the unit budget; assists in researching external funding sources.
- Serves as a lead worker.

Knowledge, Skills and Abilities
- Knowledge of AA/EEO federal and state law, and University policies.
- Knowledge of curriculum development, adult literacy, and facilitation techniques.
- Excellent interpersonal and cross-cultural communication and presentation skills.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication, listening, collaboration and team building skills.
- Ability to use independent judgment and work within a culturally diverse workforce.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; 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.