

Equity Compliance Investigator

Job Code: 6445

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Assists with Equal Opportunity and Title IX investigations and prepares detailed reports of the findings. Conducts investigations regarding complaints of discrimination, harassment, sexual misconduct and retaliation.

- Serves as initial point of contact for students, faculty, staff and third parties for campus Equal Opportunity, Sexual Misconduct and Discrimination and Harassment Policies.
- Assists with Equal Opportunity and Title IX investigations into complaints of discrimination, harassment, sexual misconduct, and retaliation. Conducts investigations by promptly responding to formal complaints, preparing an investigative plan and timeline, identifying and interviewing witnesses, and gathering and securing relevant evidence.
- Acts as an impartial party in the investigation and prepares a detailed report of the findings with recommendations to the Associate Equal Opportunity and Title IX Officer.
- Responds to formal complaints by preparing an investigative plan and timeline, identifying and interviewing witnesses and gathering and securing relevant evidence.
- Performs other duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in a related field.

Experience:

Required: 24 months of demonstrated experience conducting investigations, complaint, and grievance resolution.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Demonstrated knowledge and the ability to interpret Federal, State, and local laws and regulations relevant to higher education (including but not necessarily limited to Title IX, Executive Order 11246, FERPA, Clery Act, Title VII, ADAA, and the Rehabilitation Act.)
- Ability to interpret and/or apply established misconduct and/or non-discrimination policies and procedures
- Ability to advise and navigate in the gray areas and work in ambiguous and complex organization
- Ability to use strong judgment and sound decision-making to manage highly sensitive and confidential information
- Possess strong interpersonal skills including advanced written and verbal communication
- Ability to set priorities, manage multiple responsibilities, and deliver against deadlines
- Skilled at relationship management in a cross-functional, consolidated higher education environment
- Skilled at critical thinking, problem-solving, and negotiating, with the ability to apply those skills to a wide range of HR issues
- Skilled in the areas of conflict resolution, interviewing, and investigation
- Skilled at research, analysis, problem-solving and mediation
- Ability to serve as an internal resource and consultant, and to work collaboratively with a wide array of individuals, groups, and organizations
- Ability to cross organizational and cultural boundaries, adapting to the context both in person and at a distance
- Ability to work in a culturally diverse environment and interact with diverse individuals at all levels of the organization

Working Conditions

Physical:

Must be able to work in sitting position. Ability to engage in repetitive motion.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

Environmental:
Standard Office Work Environment.

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