

Assistant Equal Opportunity Officer

Job Code: 6565

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

Advises and assists the Institutional Equity Officer in matters relating to the implementation and maintenance of a university program, including advancing Titles VI, VII, and IX awareness and prevention programs and other related duties.

- Organizes, implements, and coordinates the University's Informal Resolution program for Title IX and other discrimination complaints for the Norman, Health, and Tulsa campuses, which includes facilitating Informal Resolutions and/or identifying third party facilitators.
- Organizes, implements, and coordinates the University's outreach and prevention programs for Titles VI, VII, and XI for the Norman, Health, and Tulsa campuses. This includes developing training materials and curriculum, engaging in outreach activities with stakeholders, and conducting training on a regular basis.
- Organizes, implements, and coordinates the University's online VAWA/Title IX student training and online employee discrimination training programs.
- Provides support and assistance with Equal Employment Opportunity efforts by assisting with the compilation, analysis, and interpretation of data necessary for internal and external and internal compliance, reporting, and monitoring.
- Provides support and assistance with overseeing and monitoring consistent with the National Search Procedures and University's Hiring Plan
- Responsible for training for students, faculty, and staff on discrimination prevention, including Titles VI, VII, and XI and other related matters.
- Keeps and maintains accurate, detailed, and relevant records.
- Performs administrative support and other duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Experience:

Required: 36 months of experience in investigating, adjudicating, or facilitating resolution of discrimination complaints under Titles VI, VII, or XI or an equivalent of experience and advanced degree.

Certifications or Licenses:

- Certification as an Informal Resolution Facilitator, mediator or similar or able to obtain certification within six months.

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

Knowledge, Skills, and Abilities

- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Ability to communicate verbally and in writing
- Ability to build rapport with students, faculty, and staff
- Ability to demonstrate neutrality and to creatively resolve conflicts
- Ability to produce reports and complete work within deadlines
- Demonstrated Microsoft Excel, PowerPoint, and/or other presentation skills

Working Conditions

Physical:

Communicate effectively. Ability to engage in repetitive motion.

Environmental:

Standard Office Environment. Pressure caused by workload and deadlines.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

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