Job Description

Job Title:	Human Resource Technician II- Equal Opportunity	**Grade:**	I
Department:	Human Resources	**FLSA:**	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position supports the Equal Opportunity Office's mission to affirm the College's commitment to the principles of equal employment and equal educational opportunities.

Characteristic Duties and Responsibilities:

1. Answers phone and screens visitors; provides detailed information regarding services and explains procedures; refers telephone calls or in-person inquiries to appropriate person if more information is needed; takes messages; Schedules Title IX meetings.
2. Administers and insures adequate delivery of accommodation and interpreter request for employees.
3. Performs a variety of administrative tasks including scheduling and maintaining calendar, making travel arrangements, scheduling and coordinating meetings, and processing time sheets/attendance reports and preparing material for the Title IX trainings.
4. Responds to complex inquiries and requests; serves as informational resource to students and staff. Follows up with Deputy Coordinators for meetings.
5. May coordinate implementation and utilization of the college's mediation program.
6. May serve as a liaison for the college with external disability advocacy programs.
7. May create and update department's files; may purge inactive files; may maintain databases
8. May provide clerical support for committees, special projects, and task forces.
9. Helps maintain and prepare documents and reports for the college community and federal equal opportunity agencies. Prepares and process OCR submittal documents.
10. May deliver presentations to the college community on issues related to equal opportunity policies and procedures.
11. Provides level I answers to questions form students and employees regarding ADA or Title IX.
12. Other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised July 2016

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Reporting Relationships:

Direction Received: Reports to Director of Equal Opportunity

Direction Given: No authority or responsibility for the supervision of others

Minimum Requirements:

Requires a high school diploma or GED and 2 years of human resources clerical experience. Proficiency in Microsoft Office, particularly MS Word and the ability to handle confidential information with absolute discretion.

Knowledge, Skills, Abilities and Worker Characteristics:

Ability to handle confidential information with absolute discretion
Knowledge of typical office procedures
Excellent communication/grammar skills (verbal and written)
Pro-active customer service orientation
Excellent computer and data entry skills
Ability to work both independently and as part of a team
Excellent organizational skills; ability to prioritize and handle multiple assignments in a fast-paced environment
Excellent at relationship building and maintenance

Working Conditions:

Typical office environment

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