



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Equal Opportunity/Affirmative Action Office Representative
Job Code: 269

Overtime Pay: Eligible

Primary Responsibility

This is work performing support and pre-professional duties in Equal Opportunity and Affirmative Action (EO/AA).

Typical Tasks

Responsible for purchasing, travel, human resources, property control functions, and administrative job operations, and budget-related actions for EO/AA.

Interpret and communicate UCF policies and procedures regarding faculty hiring to college hiring representatives. Review and analyze of faculty hiring folders to meet University standards for EO/AA approval.

Draft presentations for Director's use in ensuring that hiring officials take corrective actions in a timely manner.

Create and maintain EO/AA Case logs requiring regular file review.

Review job postings from hiring officials for compliance with EO/AA guidance.

Provide information about EO/AA programs.

Establish and manage EO/AA office non-discrimination training programs. Coordinate face-to-face non-discrimination training programs. Serve as liaison with all campus areas for Director to offer workshops. Develop handouts and other aids.

Manage the Diversity Enhancement Transfer Scholarship program.

Produce reports, studies, projects, and investigation documents. Prepare multiple portions of the Florida Equity Report and the Affirmative Action Plan Update.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>