



**Job Specification**

**Job Title: Affirmative Action/EEO Specialist II**  
**BCAT Code: 422X AC**  
**Pay Grade: G15**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Provides professional level AA/EEO activities to include, preparation and coordination of AA/EEO plans, preparing and coordinating AA/EEO reports, coordinating and supporting AA/EEO compliance, and assisting in the development and implementation of strategic AA/EEO initiatives.

**Examples of Duties**

- Prepares and coordinates routine AA/EEO reports.
- Conducts research, collects, and maintains data on AA/EEO compliance.
- Interprets and adheres to AA/EEO policies and directives.
- Trains AA/EEO staff and university staff/faculty on AA/EEO and diversity compliance.
- Develops, implements, and monitors organizations' AA/EEO policy and program.
- Assists and recommends to units/departments with their diversity/employment initiatives/strategies.
- Analyzes requests, determines best approach, and provides recommendation on plan of action.
- Performs other related as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of a range of employment laws and practices (Title VII, title IX, ADA, recruitment, etc).
- Knowledge of basic computer operation and software (spreadsheets, databases, and word processors).
- Ability to multi-task, train staff, and use independent judgment.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Bachelor's degree and two years of related experience; or a combination of education and 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.*