



Job Specification

Job Title: Affirmative Action/ EEO Specialist I
BCAT Code: 422X AA
Pay Grade: G12

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

General Description

Creates and coordinates all statistical reports for the Affirmative Action Office. Coordinates the creation and distribution of all statistical analysis concerning AA/EEO/Diversity.

Examples of Duties

- Prepares all routing AA/EEO reports including quarterly State of the University reports.
- Collects benchmarking data related to AA/EEO/Diversity in Higher Education specifically with the urban 13 institutions.
- Maintains data on compliance recruiting resources.
- Develops, implements and monitors organization's affirmative action policy and program by researching, writing, and updating the Affirmative Action Plan to ensure compliance with government regulations.
- Develops and maintains computer databases.
- Recommends and implements operational methods used to improve data collection and management.
- Collaborates with campus units in the preparation of divisional and departmental diversity plans.
- Maintains log of changes to various computer files and maintains appropriate records necessary for completion of records.
- Assists with preparation files and related materials before entering into computer.
- Assists department members with clerical support for special projects as needed and may provide back-up support for other secretarial/clerical positions.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of applicable policies, procedures, and laws.
- Knowledge of AA/EEO principles and regulations.
- Proficiency in word processing, spreadsheets, and databases.
- Ability to communicate effectively both verbally and in writing.
- Ability to work efficiently and cooperatively with a diverse population.
- Effective time management and organizational skills.

Minimum GSU Hiring Standards

Bachelor's degree and one year of experience in AA/EEO and/or Human Resources Administration; 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.