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Job Description: Affirmative Action Coordinator

Commission for Blacks

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Job Description: AFFIRMATIVE ACTION COORDINATOR

The Affirmative Action Coordinator is a staff position, reporting to the Vice Chancellor for Planning and Administration, who serves as UTK EEO and Title IX compliance officer. The Affirmative Action Coordinator must be thoroughly familiar with orders, legislation, and regulations governing Affirmative Action, Equal Employment Opportunity, and Title IX of the Higher Education Amendments of 1972.

The Affirmative Action Coordinator:

1. Receives and leads the investigation of complaints of discrimination on the bases of age, race, sex, national origin, religion, handicap, or veteran status.
2. Analyzes and interprets data which relate to Affirmative Action efforts or EEO and Title IX compliance for the UTK central administration.
3. Takes leadership in the monitoring of the UTK Affirmative Action Plan, including requesting and analyzing reports; evaluating bulletins, catalogues, and brochures to assess conformity with various guidelines; and being thoroughly familiar with all UTK Affirmative Action efforts and progress.
4. Aids departments and colleges, ~~as requested~~ to implement Affirmative Action more effectively.
5. Oversees preparation of the annual internal EEO report and evaluates data included.
6. Oversees preparation of the biennial EEO-6 report and evaluates data and progress.
7. Prepares a quarterly report for the Vice Chancellor for Planning and Administration outlining Affirmative Action, EEO, and Title IX efforts in relation to the UTK Affirmative Action Plan
8. Oversees preparation of the annual salary study for the Commission for Women.
9. Works with the UTK Commission for Blacks and UTK Commission for Women on Affirmative Action issues or projects.
10. Chairs the UTK Equal Employment Opportunity Committee.
11. Oversees the biennial revision of the UTK Affirmative Action Plan.
12. Keeps abreast of new legislation and interpretations of existing legislation and regulations and keeps UTK central administration informed of such developments.