

Boise State University
Boise, Idaho

Position Profile

Equal Employment Opportunity/Affirmative Action Officer
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Prepared by:
Summit Search Solutions, Inc.



BOISE STATE UNIVERSITY

WWW.BOISESTATE.EDU

THE INSTITUTION

Founded in 1932, **Boise State** is Idaho's metropolitan research university, located on a 175 acre main campus and situated less than a mile from Boise's downtown capital city. In its 83rd year, Boise State is truly coming of age in higher education. Award-winning faculty, students, alumni and staff have put Boise State on the map with breakthrough research and records of achievement. The University is seeking Research One status.

- Ranked among the nations and West's "Top Up-and-Coming Schools" in U.S. News and World Report's "America's Best Colleges" issue.
- Recognized by the Carnegie Foundation for the Advancement of Teaching with its Community Engagement Classification.
- Idaho's first Executive MBA program, accredited by AACSB International, the gold standard for accreditation.
- Students and alumni include two Rhodes Scholars, a Truman Scholar, a Mitchell Scholar, four Goldwater Scholars, a USA Today Academic All-American, several NCAA Academic All-Americans and NCAA post-graduate scholars, and many Fulbright scholars and professors.
- Home to Boise State Distinguished Educator in Residence and former NASA astronaut Barbara Morgan, who is providing vision and leadership to the State of Idaho on science, technology, engineering and math education.

With more than 22,000 students, the University offers studies in nearly 200 fields of interest. Undergraduate, graduate, doctoral and technical programs are available in seven colleges: Arts and Sciences, Business and Economics, Education, Engineering, Graduate Studies, Health Sciences, Social Sciences and Public Affairs. Through partnership opportunities and relationships close to home, Boise State is dedicated to research, innovation and student experiences that drive economic development and contribute to a vibrant and healthy community. See www.boisestate.edu for more details.

THE OPPORTUNITY

The **Equal Opportunity/Affirmative Action Officer** (EEO/AA Officer) plans, organizes and implements EEO/AA program activities including affirmative action plan development and implementation; creates statistical and narrative reporting; monitors and audits recruitment, advancement and retention activities for compliance with applicable laws; investigates complaints; and designs and delivers EEO/AA training. Boise State is committed to enhancing its diversity related plans, strategies and accountability. This stems from a belief that diversity based hiring practices are essential because they will strengthen the performance of the University and the individuals and teams that comprise it.

The EEO/AA Officer reports to the Executive Director of Institutional Compliance & Ethics. The position responsibilities include:

Affirmative Action: (60%)

- Manages the development and implementation of the annual Affirmative Action (AA) Plan with the goals of increasing the presence of minorities, women, veterans and people with disabilities in the workplace and developing an open, inclusive environment.
- Develops and updates metrics, audit protocols, and controls to measure compliance with Plan goals.
- Advises HRS on affirmative action recruiting sources and outreach strategies for vacancies, particularly for underutilized positions/groups.
- Collaborates with HRS to develop and implement effective training programs for search committees and others involved in recruitment activities.
- Serves on University committees and participates in strategic planning to identify and address issues affecting affirmative action planning and implementation processes and to promote cultural diversity and advancement of equal access.
- Develops communication plan to disseminate information to University employees about the EEO/AA program.
- Identifies and develops relationships with key organizations and associations with a focus on creating a more diverse employee population.
- Performs AA analyses as needed for changes in employee compensation (CEC) and other programs and initiatives involving organizational and/or compensation restructure.

Equal Employment: (40%)

- Develops and facilitates training programs related to Titles VI and VII, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act, Vietnam Era Veterans' Readjustment Assistance Act, and other nondiscrimination statutes and regulations.
- Leads or participates in internal investigations relating to allegations of discrimination; advises individuals on the complaint process, available resources, and interim measures, if appropriate; plans the investigation processes, conduct interviews, identifies and collects relevant documentation, analyzes evidence, drafts investigation reports, issues findings and determination, recommends remedial action, and maintains accurate and complete investigative files.
- Develops and maintains a policy for recruitment waivers; reviews and responds to waiver requests in a timely and efficient manner.
- Assists in investigating/preparing responses to external agencies relating to charges or audits (e.g. EEOC, Idaho Human Rights Commission, OFCCP, and Office of Civil Rights).
- Maintains the University's Title VI Plan.
- In cooperation with HRS, ensures all legal employment related notices and posters are maintained and updated as required.
- Prepares and submits EEO/AA reports including the University's annual Vets 4212 report and employee portion of the IPEDS report.

- Maintains an up-to-date catalog of granting agency requirements relating to nondiscrimination and anti-harassment; completes and submits periodic EEO reports and notifies agencies of discrimination complaints pursuant to terms and conditions of specific grants.
- Periodically reviews and updates the University's nondiscrimination and anti-harassment policies.

Qualifications:

- Bachelor's degree or equivalent professional experience. Master's degree or JD preferred.
- Five (5) years of professional experience, at least three (3) of which are in EEO/AA, preferably from within the higher education sector.
- Demonstrated ability to create, implement, and monitor affirmative action plans and related recruitment strategies.
- Excellent interpersonal and group communication skills; ability to relate to, effectively convince and motivate others.
- Exceptional written communication skills (writing samples will be required of candidates who progress in the search).
- Experience conducting workplace investigations.
- Experience interpreting and applying internal policies and state and federal statutes and regulations.
- Experience with statistical analysis used in workforce analytics and reporting.
- Knowledge of relevant state and federal nondiscrimination and employment laws.
- Experience designing and providing training to employee and management groups.
- Proficiency in use of HR information management system technologies (e.g. PeopleSoft, SAP, etc.) to navigate, manipulate and utilize data for analysis and reporting purposes.
- Proficiency in use and application of Word, Excel and PowerPoint.

WHY CONSIDER THE OPPORTUNITY

- **Reputation.** Boise State University is a premier university and a respected employer. The University culture is permeated with happy employees and positive energy.
- **Growth.** Boise State continues to grow, especially in its research prowess.
- **Dedicated role.** This position is being strategically created to support improved planning and enhanced outcomes in affirmative action recruitment. This person can dedicate him/herself largely to these aims.
- **Location.** Boise, Idaho offers exceptional beauty, high quality of life, and low cost of living.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Please submit a cover letter indicating your interest and qualifications for this position. Attach a resume that includes employment history (including dates of employment) and three professional references with contact information.

Click the following to apply and submit your CV/resume: [Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6476196&portallID=42743>

For nominations or further information:

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*Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups.
EEO/AA Institution, Veterans preference.*



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BOISE, IDAHO



Listed by Kiplinger in the top 10 places to live within the United States

Boise City enjoys a high quality of life, low cost of living, and diversified economy with companies specializing in microchip technology, solar products, aircraft services, rail engines, agribusiness, and regional medical centers.

Evidence of Boise's unmatched quality of life is readily apparent across the campus. Fly-fishing enthusiasts can hook a trout in the shadow of the Albertson's Stadium. A walk or ride down the Greenbelt path, most of it paved, runs along 23 scenic miles of the Boise River and takes you past swimming holes, a whitewater park, and the ballpark where future Chicago Cubs take their first professional swings as Boise Hawks. Turn in another direction to join hundreds of floaters and tubers on hot summer days, cyclists, stand-up paddle-boarders and rock climbers who take to the cliffs above the Boise River. For food lovers, Boise hosts two farmer's markets downtown and a growing menu of local and national restaurant options from food trucks and steak houses to unique international cuisine.



Boise State alumni, students, faculty and staff are driving forces behind Boise's reputation as one of America's most creative cities. In addition to a visual arts scene anchored by the Boise Art Museum, it is home to the Idaho Shakespeare Festival, the Boise Contemporary Theatre and the Boise Philharmonic. The relationship between the arts community and campus will take another leap forward with the completion of a new Fine Arts Building along Boise State's main entrance and adjoining the city's cultural district.



Boise, Idaho, is a city dedicated to sustaining the harmony between nature and culture. Nicknamed the "City of Trees," Boise is the state's largest city and represents as the capital.

For additional information on Boise, please visit:

Boise Chamber of Commerce, <http://www.boisechamber.org/>

City of Boise Idaho, <http://www.cityofboise.org/>

Boise Active (Visitor's Bureau), <http://www.boise.org/visitors/>