

# University of the Pacific Stockton, California

UNIVERSITY OF THE  
**PACIFIC**



**Position Profile**  
**Director of Affirmative Action/  
Equal Employment Opportunity**  
**March 2018**



## The Institution

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University of the Pacific (Pacific) is a nationally-ranked university with three distinct campuses united under one common goal: to educate and prepare the leaders of tomorrow through intensive academic study, experiential learning, and service to the community. Drawing on its rich legacy as the oldest chartered university in California, Pacific is a student-focused, comprehensive educational institution that produces outstanding graduates prepared for personal and professional success. The student body thrives in Pacific's small classes and dynamic cultural environment, while its distinguished alumni are transforming their communities every day.

Widely recognized as one of the most beautiful private university campuses in the West, the Stockton Campus offers more than 80 areas of study in nine schools and colleges, including 25 graduate programs and 10 accelerated programs. The University's distinctive Northern California footprint also includes its San Francisco Campus, home to the Arthur A. Dugoni School of Dentistry and graduate programs in health, food and technology fields, and the Sacramento Campus, home to the Pacific McGeorge School of Law and graduate programs in health, education, business, public policy and data science. Undergraduates make up more than half of the total University population, with more than 3,800 undergraduates and more than 1,150 graduate and professional students enrolled for the current academic year. Pacific students benefit from small class sizes which average a student-faculty ratio of 12:1. To learn more about University of the Pacific go to [www.pacific.edu](http://www.pacific.edu).

**Location:** Pacific's main campus in Stockton, California consists of 175 acres of brick and ivy-covered buildings in the tradition of Ivy League colleges. It is ranked one of the ten most beautiful college campuses in the country and is perfectly situated half way between Sacramento and San Francisco.



### Interesting facts:

- Pacific became California's first chartered institution of higher education in 1851 and was the first co-ed university in California.
- Pacific is fully accredited by the Western Association of Schools and Colleges (WASC).
- Pacific rankings:
  - US News and World Report 2016 ranks Pacific top 15 - Campus Ethnic Diversity (National Universities category)
  - The Wall Street Journal/Times Higher Education ranks Pacific No. 10 top private college in California and No. 13 top private college in the West
  - The Brookings Institution ranks Pacific No. 3 Best-Value College in California (2015)

## The Position

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Under the general direction of Assistant Vice President for Human Resources, the **Director of Affirmative Action/Equal Employment Opportunity (Director AA/EEO)** oversees the University's affirmative action and equal employment opportunity programs. The essential functions listed below describe the general nature and level of work but are not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position.

- Implements and maintains the affirmative action plan and all processes and procedures related to equal employment opportunity, non-discrimination, and actively promoting the value of diversity in employment, fairness, and consistency in administrative practices in line with University values and applicable laws and regulations.
- Supervises the EEO Coordinator.
- Supports search processes to continue to diversify faculty and staff.
- Develops and recommends policies and procedures to implement the AA/EEO programs for nondiscriminatory employment practices.
- Designs and implements reporting systems to measure the effectiveness of the AA/EEO programs. Ensures that data is sufficient for reporting and internal use purposes.
- Oversees the preparation of or prepares and analyzes reports on selection statistics. Develops action-oriented programs.
- Receives and investigates inquiries and formal complaints of unlawful discrimination from applicants and employees.
- Responds to complaints from enforcement agencies (OFCCP, DOL, and EEOC).
- Monitors and advises on institutional policies, procedures, operations, and activities for compliance with AA/EEO.
- Develops and implements educational and outreach programs regarding employer and employee rights, responsibilities, and obligations.
- Meets with search committee chairs or committees and hiring managers to provide resources and to explain expectations for future selection processes.
- Oversees recruiting practices for the University including effective advertising and outreach to meet goals and comply with applicable laws and regulations.
- Reviews and approves new hire and compensation-related decisions throughout the University.





## Qualifications

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### Minimum Qualifications:

- Bachelor's degree
- Four (4) or more years of experience in human resources
- Two (2) or more years of experience in Affirmative Action and Equal Employment Opportunity
- Strong working knowledge of:
  - Affirmative action and equal employment opportunity practices, laws, executive orders and other regulations and Department of Labor wage and hour requirements
  - Principles and procedures for AA/EEO recruitment, selection and hiring, and strategies to diversify a workforce
  - Data collection and affirmative action reporting
  - Communication (written, oral and presentation) skills sufficient to convey processes, practices and policies to employees

### Preferred Qualifications:

- Working knowledge of compensation practices as they relate to EEO
- Higher education experience
- HRIS experience (preferably Banner)
- Experience with an OFCCP audit
- Experience conducting investigations related to compliance
- Proven ability to work successfully with diverse populations and a demonstrated commitment to promote and enhance diversity and inclusion



## To Apply

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University of the Pacific, in consultation with Summit Search Solutions, will begin reviewing applications materials immediately and continue until the position is filled. Please submit your resume and letter of interest upon application. All applications and nominations will be held in confidence.

To apply online, click here:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=10495333&portalID=5652>

For nominations or further information:

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University of the Pacific is an affirmative action and equal opportunity employer dedicated to workforce diversity. In compliance with applicable law and its own policy, Pacific is committed to recruiting and retaining a diverse faculty and staff and does not discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, color, religion, national origin, ancestry, age, genetic information, sex/gender, marital status, military and veteran status, sexual orientation, medical condition, pregnancy, gender identity, gender expression, or mental or physical disability.



*[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare, and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Arizona, California, New York, North Carolina, and Oregon.*

## About Stockton and Surrounding Areas

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Home to more than 700,000 residents, Stockton has a diverse community and access to everything from Japanese grocery stores to the first Sikh temple in the United States. Stockton's relatively low cost of living compared to other California metro areas draws many new citizens – residents are within easy reach of San Francisco, Sacramento, and San Jose, but real estate in Stockton can be a third of the cost. In addition, its central location in Northern California places Stockton in the midst of farms and vineyards, and organic produce is abundant.



The revitalization of Stockton's downtown area has breathed new life into the city, and patrons are seeing a refurbishment of entertainment and recreational options. Stockton's arts and entertainment sector is vastly growing, and the historic Bob Hope Theatre has paved the way for nightly entertainment in the heart of downtown. Art lovers enjoy frequenting the Haggin Museum, which houses works by 19th and 20th century American and European artists, and the Stockmarket, where local artists sell their work amid live music and street food carts.

Meanwhile, Stockton offers opportunities to enjoy its warm, sunny weather. California's Delta waterway runs right through Stockton, making it a premier location for boating and water sports. Stockton also boasts several golf courses and more than 60 parks, and it's about two hours from major beaches (Santa Cruz and Monterey Bay) and ski resorts (Kirkwood and Bear Valley).

Sports fans can catch minor league baseball games at Banner Island Ballpark, home of the Stockton Ports. They can also cheer on the Stockton Heat professional hockey team and the University of the Pacific Division I Tigers basketball team.

To learn more about Stockton, visit:

<https://stocktonchamber.org>

[www.visitstockton.org](http://www.visitstockton.org)

<https://realestate.usnews.com/places/california/stockton>

