Civil Rights Investigator

**Position Information**

|  |  |
| --- | --- |
| Position Information | |
| **Working Title** | Civil Rights Investigator |
| **Department** | Institutional Equity and Compliance-0851 |
| **Requisition Number** | S\_190068 |
| **Posting Open Date** | 01/28/2019 |
| **Application Review Date: (To ensure consideration, please submit all application materials before review date)** | 02/12/2019 |
| **Posting Close Date** |  |
| **Open Until Filled** | Yes |
| **Description of Work** | UNL is committed to creating a campus free from discrimination and harassment, including sexual harassment and violence. The Civil Rights Investigator will play an important role in the University’s education, prevention and response efforts pursuant to Title VII, Title VI, Title IX and related statutes. The Civil Rights Investigator will report to the Associate to the Chancellor for Institutional Equity and Compliance or the Assistant Director. The Civil Rights Investigator will assist with, among other duties: creation and implementation of policies and procedures; education and training for the university community; and investigation of discrimination and harassment complaints.  The University of Nebraska-Lincoln seeks to attract and retain a high performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See: <http://www.unl.edu/equity/notice-nondiscrimination>. |
| **Minimum Required Qualifications** | Bachelor’s degree plus 2 years of professional experience conducting discrimination, harassment and/or sexual assault investigations required. Demonstrated experience and ability to conduct a prompt, equitable and impartial investigation, including but not limited to: identifying and interviewing parties; identifying, gathering and assessing relevant information; applying relevant policies, issuing findings of fact; and making recommendations required. Demonstrated ability to properly handle confidential and sensitive information; to pay close attention to detail; engage in problem-solving; and utilize analytical reasoning skills essential. Must have excellent written and oral communication and interpersonal skills. |
| **Preferred Qualifications** | Juris Doctorate preferred. Training or experience related to sexual violence investigations desirable. Prefer experience or training in conducting Title IX investigations. Experience working for a university or public entity helpful. Discrimination and/or harassment based litigation experience desirable. Experience with and working knowledge of Title IX, Title VII, Title VI, Violence Against Women Act and Clery Act preferred. |
| **Pre-Placement Driving Record Review Required** | No |
| **Physical Required** | No |
| **Commercial Driver’s License (CDL) required. Subject to DOT approved pre-employment & random testing for alcohol and controlled substances.** | No |
| **Criminal History Background Check Required** | Yes |
| **Posted Salary** | Negotiable |
| **How to Apply** | Click “Apply to this Job” and complete application form. Attach a cover letter, resume and list of three professional references. |
| **For questions or accommodations related to this position contact** | Jody Wood [jwood2@unl.edu](mailto:jwood2@unl.edu) |
| **Job Category (old)** | Managerial/Professional |
| **Job Type** | Full-Time |
| **Alternate Work Schedule (if other than 8-5)** |  |
| **Position funded by grant or other form of temporary funding?** | No |
| **If Temporary, indicate end date** |  |
| **Planned Hire Date:** |  |
| **Appointment End Date** |  |