

## OEO Investigator - Office of Equal Opportunity Tufts University

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Posted Jul. 30, 2021, set to expire Dec. 12, 2021

**Job Title** OEO Investigator - Office of Equal Opportunity  
**Department**  
**Institution** Tufts University  
Medford/Somerville, Massachusetts

**Date Posted** Jul. 30, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Legal Services  
Human Resources

**Apply Online Here** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001627>

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### **Job Description**

The Office of Equal Opportunity (OEO) is guided by the University's commitment to create and maintain an academic and work environment where its diverse population of students, faculty and staff are able to exercise their talents free of harassment, discrimination or inequitable application of university policy. The OEO helps to realize the University's commitment to and aspirations for development, implementation of, execution and monitoring of the federal and state mandated EEO policies and programs. This also includes programmatic responsibilities such as supporting the University's Title IX and Title VII policies (such as the non-discrimination policy and including the sexual misconduct policy) through prompt, effective and remedial investigative responses to complaints of harassment and discrimination brought by students, faculty, staff and third parties and set forth in various university policies and guidelines.

Investigates and resolves informal and formal OEO complaints in an impartial and professional manner. Works closely with the University's Legal Counsel and Human Resource Business Partners

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and other stakeholders to help resolve allegations of harassment or discrimination that fall under the purview of the OEO. Works with parties to reach informal resolutions and conducts internal investigations, including outlining investigation plans, interviewing witnesses, compiling documentation and relevant evidence, making findings of fact if required by policy and procedures, drafting investigative reports in an accurate, concise, and coherent manner, and organizing and maintaining case materials, including entry into the OEO's case database. Conducts training on OEO policies and procedures for employees and students and assists in the review and update of OEO policies and procedures.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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