

EDI Investigator
University at Buffalo, The State University of New York

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Posted May 16, 2024, set to expire Sep. 15, 2024

Job Title	EDI Investigator
Department	Office of Equity, Diversity and Inclusion
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Multicultural Affairs/Diversity Legal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/50182
Apply By Email	
Job Description	

Position Summary

Equity, Diversity and Inclusion's Investigator conducts thorough, timely, and impartial investigations into reports of discrimination and harassment filed by members of the UB community under the university's Discrimination and Harassment Policy. This position plays a crucial role in the university's compliance with laws, rules, and regulations prohibiting discrimination and harassment. The Investigator's key accountabilities and responsibilities include:

- Conducting intake, investigation and resolution of internal complaints of discrimination and harassment; including: initial and follow-up interviews, development of investigative plans, meetings with supervisors and other managers at the Chair and Dean levels, and preparation of

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necessary reports and recommendations.

- Interfacing with managers, supervisors, department heads and deans to provide assistance and advice on compliance with policies relating to discrimination and harassment, reasonable accommodations for individuals with disabilities, religious accommodations, and other EEO topics. Meeting with employees and students to discuss concerns, explain the investigatory process, and provide options.
- Assisting with development and presentation of seminars and training programs related to sexual harassment, non-discrimination and cultural competency, accommodations, and other topics related to discrimination, diversity and inclusion.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our [benefits website](#) to learn about our benefit packages.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Master's Degree or a Bachelor's Degree combined with equivalent experience.
- At least one year of experience in discrimination and harassment compliance related to conducting and documenting investigations, ensuring reasonable accommodations, and resolution of allegations of discrimination or comparable experience that would develop transferrable skills.
- Strong written and verbal communication skills.

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Preferred Qualifications

- Experience handling student-related discrimination, harassment, sexual violence and accommodation matters preferred.
- Experience responding to claims filed with the U. S. Department of Education's Office for Civil Rights, Equal Employment Opportunity Commission and/or State Division of Human Rights highly preferred.

Contact Information

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

Contact