Position Summary
The Assistant to the Chancellor for Affirmative Action reports to the Director of the Office of Equity, Diversity, and Inclusion, and has primary responsibility for coordination and oversight of the University of Wisconsin Colleges and University of Wisconsin-Extension’s equal opportunity and affirmative action responsibilities. This position involves complex professional and analytical work associated with the implementation of federal and state laws and regulations, and university policies, and the development of educational programming for university employees. The assistant to the chancellor for affirmative action investigates complaints of discrimination or harassment based upon a protected status. This is a leadership position that fosters an environment of dignity and worth for all members and stakeholders of the university, and encourages the creation of an inclusive working and learning environment.

Affirmative Action Program Development and Communication
- Prepare federal Affirmative Action Plan and Office of State Employment Relations state Affirmative Action Plan to meet all applicable federal and state laws and regulations, and related university policies.
- Prepare miscellaneous reports to comply with federal, state and UW System regulations and requests.
- Communicate the university’s affirmative action plan with academic and institutional administrators, human resource professionals, and other appropriate university staff.
- Monitor statistics on underutilization of minorities and women and review placement goals.
- Develop process and supporting curriculum to ensure all university employees are familiar with their rights and responsibilities regarding affirmative action related policies and procedures.
- Serve as a strategic resource to appointing authorities on issues of recruitment and retention of under-represented groups.
- Coordinate advisory committees relating to affirmative action and equal opportunity.
- Review unclassified and classified staff retention, promotion, and tenure practices and procedures for compliance with appropriate regulations and policies.
**Complaint Consultation, Investigation, and Resolution**
- Serve as the primary contact for faculty, staff, student and program participant complaints related to discrimination, harassment, accommodations, and related topics. Facilitate resolution of informal complaints. Make referrals to other university units as appropriate.
- Investigate formal complaints and report findings to the appropriate administrative official.
- Develop and maintain a complaint tracking process to record incidents or complaints, develop reports, analyze trends, and make recommendations to address university, divisional, or departmental issues.
- Coordinate resolution of complaints and act as a liaison to UW System Legal Counsel and/or staff of the Office of the Attorney General.
- Maintain confidential files and follow record keeping requirements.

**Coordinate Accommodations**
- Facilitate accommodation requests for employees and program participants.
- Evaluate medical documentation to determine eligibility under the Americans with Disabilities Act and related Wisconsin laws, propose accommodation options, and support the interactive process between university staff and individuals requesting accommodations.
- Prepare correspondence to document the accommodation process, maintain necessary records, and follow confidentiality requirements.

**Education and Training**
- Develop curriculum and offer programming that informs university appointing authorities and employees on legal rights and responsibilities and relevant procedures relating to affirmative action, equal opportunity, discrimination, harassment, medical leave, sexual harassment, accommodations, and related topics.
- Provide information and referral to university employees regarding internal and external resources relating to affirmative action, equal opportunity, inclusion, and diversity-related topics.

**Support Institutional Equal Opportunity and Inclusion**
- Evaluate, develop, propose, and implement policies and procedures related to equal opportunity, diversity and inclusion. Recommend changes as appropriate.
- Review institutional processes and procedures for compliance regarding equal opportunity and affirmative action responsibilities, and work with individuals to modify inappropriate or ineffective practices.
• Provide leadership and assistance to administrators, departments, and search committees regarding outreach, recruitment, hiring, and retention.
• Provide content for the office website, blog, and calendar.
• Serve as liaison to related campus organizations on affirmative action, equal opportunity, and inclusion-related topics.
• Participate in institutional, UW System, or other collaborating agency workgroups and special projects.
• Provide leadership and assistance to special and standing committees.
• Participate in workshops and conferences for legal updates and trends.

**Position Requirements**

• Master’s degree from an accredited institution, preferably in behavioral sciences, human resources management, communication, human relations, education, or other relevant discipline.
• Three years relevant professional work experience.

**Qualifications**

• Demonstrated knowledge of Affirmative Action and Equal Employment Opportunity laws, the American with Disabilities Act, Title IX and related federal and state laws and regulations.
• Ability to investigate and analyze complaints and alleged discrimination while maintaining objectivity, fairness and confidentiality.
• Understanding of contemporary equity, diversity and inclusion concepts and issues.
• Demonstrated success in developing educational programming with and for diverse audiences. Knowledge of adult education practices and evaluation.
• Demonstrated research, analysis, problem-solving and mediation skills.
• Ability to gather, manipulate, analyze and interpret data.
• Demonstrated ability to serve as an internal resource and consultant, and to work collaboratively with a wide array of individuals, groups and organizations.
• Excellent communications skills, interpersonal skills and emotional intelligence. Demonstrated ability to cross organizational and cultural boundaries with ease, adapting to the context both in person and at a distance.

**Desirable Qualifications**

• Professional work experience in higher education.
• Experience with distance education.
• Relevant formal legal training or experience
About the University of Wisconsin Colleges and the University of Wisconsin-Extension
The University of Wisconsin Colleges and the University of Wisconsin-Extension are two of the fifteen institutions in the University of Wisconsin System. They are led by one Chancellor and one central administration, and their shared vision is to provide maximum access to the University of Wisconsin educational resources and research for the benefit of Wisconsin’s residents. See http://uwex.uwc.edu/

See the following links for information about
University of Wisconsin Colleges: http://www.uwc.edu/
University of Wisconsin – Extension: http://www.uwex.edu/

For information on current equity, diversity and inclusion initiatives see the following:
http://inclusion.uwex.uwc.edu/

Title, Salary and Benefits
The official title of this position is Special Assistant to the Chancellor for Affirmative Action III. This position provides a highly competitive salary, dependent on qualifications and experience. Excellent benefits include participation in the Wisconsin Retirement System; life, medical and hospitalization insurance; vacation and sick leave. For a more detailed description of available benefits, please see http://www.uwsa.edu/hr/benefits/uben.pdf

Location
This position is headquartered in Madison, Wisconsin. Occasional statewide travel is necessary. For more information about Madison, see www.ci.madison.wi.us. For more information about Wisconsin, see www.wisconsin.gov.

Application Procedure
The position is open until filled. However, in order to ensure full consideration applications must be received by July 15, 2013. A complete application will include the following:

1. A letter of candidacy detailing how your qualifications and experience relate to the responsibilities and qualifications for this position.
2. Your professional resume.
3. The names, addresses and telephone numbers of at least five references who can attest to your professional capabilities. Please describe your relationship with each reference.
4. A written statement of whether you wish to have your application held in confidence. (Wisconsin’s public records law requires us to provide, upon request, a list of all applicants who have not requested in writing that their identities remain confidential. In addition, the names and titles of all finalists for the position must be disclosed upon request.)
5. An applicant survey form (used for reporting purposes only) available at 
http://www.uwex.edu/jobs/documents/survey.pdf

Electronic submission is strongly encouraged (PDF preferred). 
Send materials to angela.schultz@uwex.edu

Or mail to: AA/EEO Search and Screen Committee
432 N. Lake Street, Room 201
Madison, Wisconsin 53706

Please direct questions, requests for information and written nominations to

Angela Schultz, Office of Human Resources
Telephone: (608) 262-9475; Email: angela.schultz@uwex.edu

The University of Wisconsin Colleges and the University of Wisconsin-Extension are 
Equal Opportunity/Affirmative Action employers that are strongly committed to 
maintaining a climate supportive of respect for differences and equality of 
opportunity. We seek and encourage applications from all qualified individuals.

A criminal records review will be conducted for final candidates. In compliance with 
the Wisconsin Fair Employment Act, the University does not discriminate on the basis 
of arrest or conviction record. Convictions and pending charges will be considered only 
if they are substantially related to the circumstances of this position.

Employment is contingent on establishment of identity and verification of employment 
eligibility as required by the Immigration Reform and Control Act of 1986.