

AFFIRMATIVE ACTION OFFICERS ROLE DESCRIPTION

SUMMARY OF DESCRIPTION:

Pursuant to the direction and supervision of the Director of Tufts' Office of Equal Opportunity and Affirmative Action, the officers will assist in implementing and monitoring the University's Affirmative Action policies and programs.

PRINCIPAL RESPONSIBILITIES:

1. Act as the Affirmative Action liaison to departments by providing materials and information to the appropriate deans, managers, supervisors and department heads in regards to existing, revised or new federal and state legislation and regulations on affirmative action to assure compliance.
2. Advise appropriate deans, managers, supervisors and department heads in implementing and monitoring the University's affirmative action/equal opportunity goals, objectives and policies.
3. Collaborate with the OEO Director in updating the appropriate school or division's specific responsibilities in implementing the affirmative action plan. Provide the OEO Director with feedback on problems or special situations that arise at his/her school.
4. Promote and participate in on-site training of managers and supervisors on affirmative action issues and techniques.
5. Participate in the search processes on key positions to oversee and assist recruitment procedures. Be aware of recruitment resources that target underrepresented groups.
6. In administrator/faculty searches act as "sign-off agent" before an offer is made to verify that affirmative action procedures have been followed, and that genuine efforts have been made to identify, interview and hire candidates in support of the University's stated affirmative action commitments and goals.