

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: EORR INTAKE COORDINATOR/OFFICE MANAGER

Reports To: Equal Opportunity Report and Response

UW Job Code: 4226

UW Job Family: 32 – Administrative Support

SOC Code: 13-1041

FLSA: Exempt

Pay Grade: 22

Date: 3-4-22

JOB PURPOSE:

Focus on initial intake and communication efforts for EORR. Provide support and assist with creating a diverse, equitable, inclusive, and welcoming environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process new Incident Reports and create cases in the Maxient database.
- Schedule and conduct intake interviews with mandatory reporters and complainants.
- Coordinate referrals to campus and community resources for employees and students.
- Assess the need for and assist with the implementation of interim support measures as necessary.
- Advise employees and students about EORR policies and procedures throughout the review process.
- Consult with employees and supervisors about available training resources.
- Provide ongoing updates regarding the status of complaints and investigations to the appropriate University employees assisting with the University's response to Title IX matters.
- Scan and upload documents to the Maxient database.
- Serve on University committees as directed, including the NO MORE committee.
- Process and maintain the budgets for EORR.
- Conduct informational presentations and orientation sessions as directed.
- Assist with preparation and delivery of training.
- Serve as a Hearing Facilitator and provide support for in-person or virtual hearings as necessary.
- Assist with ADA/504 efforts and associated committees and projects as directed.
- Maintain and update the ReportIt website.
- Assist with coordination of social media accounts for NO MORE.
- Assist with special projects and specific requests of the Title IX Coordinator/Manager of Investigations.
- Support EORR staff, manage office calendars and make appointments/meeting requests.
- Schedule and coordinate logistics for meetings and programming space, order food and supplies, etc.

- Maintain records of training completion to meet compliance requirements and for campus climate tracking.
- Maintain electronic files and databases as needed.
- Answer the telephone, act as a point of contact for EORR and assist with supervision of any part-time employees who perform similar duties.
- Assist with travel logistics for EORR staff.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Oversee and manage part-time employees including Federal Work Study Students.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Attend and participate in training and other personal professional development activity.

COMPETENCIES:

- Analysis/Problem Identification
- Collaboration
- Consistency
- Integrity
- Formal Presentation Skills
- Judgment
- Sensitivity

MINIMUM QUALIFICATIONS:

Education: **Bachelor's Degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **ATIXA Certification within six months of hire**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Planning and scheduling techniques.
- Effective communication methods and techniques.
- Strong knowledge of diversity issues, specifically in higher education.
- Knowledge of fair employment practices & procedures.
- Computer applications used in the area, such as Microsoft programs (Word, Excel, Access, Outlook, PowerPoint).
- Specific federal and state laws including, but not limited to anti-discrimination laws such as Title VII CRA, ADA, ADAA, Title IX, and applicable UW Regulations.
- Reception techniques.

- Conflict resolution and human relations methods and techniques.
- Basic theories, concepts, methods, and techniques in the area of responsibility.
- Basic investigative procedures.
- Cultural competency.
- Customer service standards and procedures.

Skills and Abilities to:

- Communicate effectively and develop interpersonal relationships with a diverse audience.
- Conduct intake and assessment.
- Demonstrate discretion, tact, and diplomacy when responding to extremely confidential and sensitive information.
- Demonstrated experience with and commitment to working effectively with individuals with diverse backgrounds in support of an inclusive and welcoming environment.
- Keep supervisor advised of various issues or situations as directed.
- Maintain confidentiality on sensitive issues.
- Demonstrate good judgment and solve problems effectively.
- Set priorities, meet deadlines, and manage project work effectively.
- Perform basic, routine, and advanced records maintenance.
- Create and/or edit basic and routine, materials and proofread higher-level documents including reports.
- Work individually or as a team member and foster a cooperative work environment.
- Problem solve.
- Maintain calendars and schedule appointments.

WORKING CONDITIONS:

- No major sources of discomfort, standard office environment

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.