OIE Compliance & Enforcement—Graduate Assistant

The Office for Institutional Equity (OIE) will be appointing one Graduate Assistant (GA) for the upcoming 2018-2019 academic school year. The OIE provides institutional leadership in promoting and furthering the University's commitment to equal opportunity and nondiscrimination for all members of its community. We are responsible for ensuring the University’s compliance with federal and state civil rights laws, which includes providing an impartial mechanism for resolving complaints of discrimination, harassment, and sexual misconduct (i.e. sexual assault, domestic violence, and stalking).

Core Responsibilities:

Administrative Support
• Assist in greeting visitors to the OIE by answering telephone calls, addressing walk-ins, and maintaining a welcoming and productive office environment
• Assist with office marketing and web presence, including updating print materials & website
• Assist in maintaining an effective and organized filing system, including receiving and processing office mail and documents
• Assist in developing, planning, and coordinating OIE programming and trainings
• Maintain calendars and tracking system for OIE programming and trainings
• Create PowerPoint presentations, forms, and other office documents

Complaint Intake & Case Management
• Assist with complaint intake, processing, and record-keeping
• Assist with scheduling and reserving spaces for meetings and interviews
• Maintain case filing system via Maxient case management software, including uploading documents to electronic file cabinet and documenting case updates or progress
• Assist with telephone or email follow-ups with involved parties
• Other duties as assigned

Supervision:
The GA will be supervised by the Director of OIE.

Requirements:
A Bachelor’s degree from an accredited college or university or recognized international institution of higher education is required. All graduate assistants must be registered as a full-time graduate student at the University of Memphis and maintain a 3.0 GPA.

Qualifications/ Preferences:
Preference given to candidate with knowledge or experience in office administration, sexual or domestic violence response, psychology, counseling, social work, law, or case management. A qualified candidate will possess superior communication and organizational skills, as well as dedication and enthusiasm for diversity and inclusion.

Compensation:
The Graduate Assistantship is a 12-month contract and compensation includes a monthly stipend and tuition remission. The GA is expected to work 20 hours per week; on occasion, they may be required to work evenings and/or weekends.
Application Process:
Applications will be accepted on a rolling basis until a highly qualified candidate is selected, so please apply as soon as possible. The OIE seeks to fill this position by August 15, 2018. To apply, please submit your resume and a statement of interest/cover letter to OIE@memphis.edu.

The University of Memphis is an Equal Opportunity/Affirmative Action employer. We urge all qualified applicants to apply for this position. Appointment will be based on qualifications as they relate to position requirements without regard to race, color, national origin, religion, sex, age, disability or veteran status.