



Employment Opportunity

The Office of Equal Opportunity Programs is seeking individuals with the skill sets and experience to conduct discrimination, harassment, and retaliation investigations. Individual(s) must have a minimum of three years experience conducting EEO investigations and writing final investigative reports, and the ability to complete a case within 45-60 days in top quality format.

Individual(s) must have knowledge of Title VII, the ADEA, the ADAAA, the Rehabilitation Act, and the Equal Pay Act. Excellent writing and analytical skills are required. Though a JD Degree is preferred, EEO Investigator Certification may be substituted for the law degree.

Investigations will be conducted in accordance with EOP procedures, standards, and time lines. Individual(s) selected for this employment opportunity will work as independent contractor(s) who enter into contractual fee-for-service arrangement with EOP. There is *no guarantee* of work or the number of cases assigned. An investigator will be paid on a "per case" basis upon successful completion of the case. Fee-for-services will be determined prior to case assignment.

To be considered for contracting opportunities, please email to ds7sb@virginia.edu: a resume detailing EEO experience; a writing sample (preferably a redacted investigative report); copies of certification(s); two references; an estimation of the number of investigations completed; and desired fee for an investigation. All of the information listed is required for consideration of employment opportunity. For additional information call 434-924-3200.

The University of Virginia is an Equal Opportunity/Affirmative Action Employer.