

## Investigator-Academic

**Job ID** 249125

**Location** Atlanta, Georgia

**Full/Part Time** Full-Time

**Regular/Temporary** Regular

### Job Summary

Proactive planning, conducting, documenting, and presenting results of investigations in accordance with applicable professional standards and legal requirements. Interact consistently with Ethics & Compliance management and staff, the Provost's Office and staff, representatives from external agencies, and academic units (i.e., faculty, post-docs, staff, and students). Conduct internal investigations. This position will interact on a regular basis with: Ethics & Compliance management and staff and the Provost office. This position typically will advise and counsel: Ethics & Compliance management and staff and the Provost office. This position will supervise: N/A.

### Responsibilities

#### **Job Duty 1 -**

Review complaints assigned, assess for merit, and conduct investigations if warranted.

#### **Job Duty 2 -**

Investigate concerns of an Academic nature involving academic and research faculty in their roles as administrators, instructors, mentors, and researchers.

#### **Job Duty 3 -**

Work collaboratively within the Office of the General Counsel, Office of the Provost, Institute Diversity, Equity, and Inclusion, and with Georgia Tech Employee Relations on any coordinated reviews with overlapping areas of responsibilities.

#### **Job Duty 4 -**

Plan, conduct, and document interviews with witnesses, respondents, and complainants.

#### **Job Duty 5 -**

Prepare and provide investigative updates through written and/or oral presentation.

#### **Job Duty 6 -**

Prepare complete and concise summaries of investigations including (but not limited to) details, findings, and recommendations.

#### **Job Duty 7 -**

Provide input and support to legal and administrative proceedings, as needed.

#### **Job Duty 8 -**

Provide investigative support as requested to other investigative oversight and enforcement agencies.

**Job Duty 9 -**

Other related duties, as assigned.

**Required Qualifications**

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**Educational Requirements**

Bachelor's degree or equivalent combination of education and experience.

**Required Experience**

Three to five years of experience in higher education academic investigations, adult learning and/or conflict management, or related field.

**Preferred Qualifications**

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**Preferred Educational Qualifications**

Advanced Degree (Master's Degree, Ph.D., of EdD).

**Knowledge, Skills, & Abilities**

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**SKILLS**

This job requires advanced knowledge of higher education policies and practices, strong interpersonal, analytical, decision-making, problem-solving skills, and formal investigation and interview techniques. This includes data collection, preparation, analysis, reporting, planning, and communications skills. The applicant must be able to multi-task priorities and meet deadlines in a fast-paced environment. Use of Microsoft Office and specialized computer applications as required.

**Equal Employment Opportunity**

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Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities. Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests.

**Other Information**

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This is not a supervisory position.

This position does not have any financial responsibilities.

No, this position will not be required to drive.

This role is not considered a position of trust.

This position does not require a purchasing card (P-Card).

This position will not travel

This position does not require security clearance.



Job Grade: A9

**Background Check**

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Successful candidate must be able to pass a background check. Please visit <http://policylibrary.gatech.edu/employment/pre-employment-screening>