

February 8, 2017

HR Manager
University of Oregon
Eugene, Oregon

Dear HR Manager,

As a Manager of equal opportunity and affirmative action programs, I've continually found my greatest successes have been achieved through project planning, relationship building, and program management. In consideration of the University of Oregon's posting for the Director of the Office of Affirmative Action and Equal Employment, I'm confident my skills and background align perfectly with the requirements of this role.

Uploaded with this cover letter is my resume outlining more than 10 years of experience enhancing equal opportunities and employment, and reducing discrimination and harassment in the work place. As you will see, my credentials include progressive responsibility with documented success at various organizational levels.

I have managed offices responsible for the development, administration, and ongoing monitoring of compliance strategies related to affirmative action and illegal harassment prevention matters. These include Title VI, Title VII, ADA, Law 504, ADEA, VEVERAA, GINA, and others. I updated grievance procedures and policies- making them more transparent and bringing them into compliance with evolving state and federal statutes. I have regularly delivered illegal harassment and sexual misconduct prevention trainings at new faculty, staff, and graduate student orientations. I have used internal data to identify areas of the University most in need of attention, and with the cooperation of the managers in those areas, I proactively delivered relevant training. I have managed the reasonable accommodation process at three institutions, and have trained department heads and my direct reports on how to appropriately handle such matters.

With respect to an institution's affirmative action goals, I have managed the Affirmative Action Plans (AAP) at three institutions and have used the data to inform our goals and action steps. I have gained the cooperation of directors and other department leaders to engage in conversations and intentional practices that address their underutilizations. At Northeastern Illinois University (NEIU) and Northwestern University (NU), I served as the primary resource for all illegal discrimination and harassment prevention matters, advising senior leaders and providing resources when necessary. At NEIU, I served as the Title IX Officer where I investigated, resolved, and wrote reports on all complaints of sexual misconduct (except when a student was the respondent.) While at NU I worked closely with the Title IX Officer and served as the deputy Title IX coordinator charged to resolve all complaints regarding gender discrimination. At NEIU, I drafted, and later with faculty input, wrote the university's policy prohibiting amorous relations between faculty and undergraduate students. It was the first such university policy in our region.

As a member of the senior HR staff, and reporting to the Chief HR Officer, I participated in yearly reviews of the NU employee handbook, and ensured that policies relating to discrimination and harassment outlined in those handbooks (as well as on our webpages) were up to date with EEOC requirements.

Additionally, during the last year I have served as a consultant for the Puerto Rican Cultural Center of Chicago – the largest Puerto Rican community based organization in the Midwest. With this connection, I have forged many policies and conducted key trainings to help better employment opportunities and benefits for the community, including establishing sick day policies and ensuring federal compliance.

I look forward to meeting with you to discuss the opportunity and my qualifications in detail. Please contact me at the phone number or e-mail address provided above and I will follow-up with you shortly to answer any questions you may have.

Sincerely,

Roberto A. Sanabria