

# TOURO COLLEGE

## JOB POSTING

### **Investigator**

Reports to: Director of Human Resources  
Status: Part-Time  
FLSA: Non-Exempt  
Location: New York

### **About Touro College:**

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

### **JOB SUMMARY:**

Analyze employment-related and student related complaints from divisions, departments and sites

### **JOB RESPONSIBILITIES:**

Manage investigations for Touro College to include, but not limited to the following:

- Conduct inquiries into the allegations to determine whether they fall within the scope of Touro College, rules, regulations and policies reports
- Accept employees/students allegations and initiate formal investigation if necessary. Send out receipt letter
- Evaluate all employee/student material submitted by the employee/student and the accused, as well as requesting and evaluating any other documentary evidence (including email databases) that the investigator deems relevant to the allegations.
- Prepare questions for the employee/student, the accused and any potential witnesses.
- Interview all relevant parties
- Draft declarations, as necessary, to be signed by each party interviewed during the investigation
- Organize all documentary evidence in a case file
- Present file to Fact Finder so that a Report of Findings can issue to the complainant and accused
- Respond to questions from the Fact Finder concerning the contents of the file or the methodology employed in the investigations
- Monitor complaints regarding our discharge resolution process, equal employment opportunity charges, and other administrative and civil matters
- Generate a bi-weekly Management Report - Number of complaints, breakdown of complaints by manger/department/division/site/etc., hours worked on each complaint, problems encountered, and other applicable issues

## **REQUIREMENTS:**

### **Education, Preparation, and Training**

- Bachelor's degree in Human Resources Management or another analytical field
- Experience in investigations, the management of people, or the field of Human Resources

### **Skills**

- Excellent analytical and problem-solving skills including the ability to communicate those skills in writing and to draft detailed reports
- Demonstrated experience in dealing with high stress situations, as well as ability to defuse situations before they escalate - Ability to handle the "I'm going to sue" braggart and turn an unproductive argument into productive discourse
- Excellent analytical, written and oral communications skills
- High level of maturity, discretion, tact, judgment, and the ability to deal effectively with confidential and legally privileged matters
- Knowledge of the law, rules and regulations, and policies and procedures.
- Flexibility in dealing with a variety of situations and assignments

### **Physical Demands**

- Ability and willingness to work variable and often long hours, under pressure and in a sometimes contentious legal environment

### **Computer Skills**

- Proficient word processing, spreadsheet and database skills in Microsoft Office (Word, Excel and Access)

### **Travel**

- Ability and willingness to travel, including overnight and sometimes for extended periods of time

### **Application Procedure:**

Please send a cover letter with salary expectations and your resume to:  
[recruit.hr@touro.edu](mailto:recruit.hr@touro.edu). The subject line of your email should read: "Investigator"

*Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments*