

**EQUITY, DIVERSITY, INCLUSION AND HUMAN RIGHTS OFFICE  
HUMAN RIGHTS RESOLUTION SPECIALIST  
FULL-TIME PERMANENT POSITION  
COMPETITION #26E25**

We are committed to fostering a culture of excellence, collaboration, and innovation. We prioritize the well-being and engagement of our faculty and staff to create a supportive and inclusive environment for learning and growth.

**What we offer:**

- Flexible work arrangements
- Comprehensive Health and Dental
- Post Retirement Benefits
- Tuition Waivers
- Health and Wellness on Campus available to staff
- Professional Development Opportunities

Reporting to the Human Rights Counsel, the Human Rights Resolution Specialist will act as an integral team member to facilitate processes under a new harassment and discrimination policy. They will work with members of the UPEI campus community who have experienced harassment or discrimination who are seeking solutions outside of a formal complaint investigation. This position will primarily coordinate activities to ensure safety and well-being of campus community members involved in harassment and discrimination processes with a focus on: accommodations, immediate measures, and informal or alternative resolutions. They will also help in shaping and implementing processes as UPEI launches its updated policy.

**RESPONSIBILITIES:**

- Working closely with the Human Rights and Equity Advisor to ensure smooth administration of harassment and discrimination disclosures
- Coordinates with other departments to implement accommodations or immediate measures on a case-by-case basis
- Guide interested individuals involved in complaints through the informal resolution process as outlined in the university's new harassment and discrimination policy. Ensure that all parties understand their rights, responsibilities, and the steps involved
- Offer advice and consultation to students, staff, and faculty on informal resolution processes. Help them explore their options and make informed decisions about how to proceed
- Uses a variety of conflict resolution strategies to attempt to resolve complaints
- Act as a neutral mediator to facilitate discussions between parties, aiming to resolve issues where formal proceedings are not desired by the parties
- Considers and applies principles of administrative fairness to issues when working to resolve complaints and arrive at fair outcomes
- Accurately document the process, actions taken, agreements reached, and outcomes of informal resolutions. Ensure records are maintained in accordance with university policies and legal requirements
- Deals with highly confidential materials and must exercise sound judgment, tact, unquestionable degree of integrity and diplomacy using well-developed interpersonal communication skills to handle at times emotional concerns
- Provide feedback and recommendations for the development and improvement of policies and procedures related to informal resolution and harassment and discrimination
- Stay informed on best practices in conflict resolution
- Ensure that all informal resolution processes comply with university policies and relevant legal requirements, including human rights legislation and labor laws

- Providing guidance to the Human Rights and Equity Advisor on training and education initiatives
- Other duties as required

**QUALIFICATIONS:**

- Successful completion of a post-secondary university degree, in an academic discipline that is transferable to the role (i.e conflict studies, alternative dispute resolution, human rights, human resources, law) or other university degree combined with relevant lived or professional experience
- Masters degree in a related field is an asset
- Three years relevant work experience
- Deep knowledge and understanding of concepts of human rights, discrimination, harassment, including PEI Human Rights Act
- Professional certification or training in mediation, conflict resolution, is highly desirable
- Understanding of racism, ableism, systemic discrimination, intersectionality, microaggressions, and trauma
- Understanding of the unique challenges, complexities, and best practices of applying alternative resolution approaches specifically in the context of harassment and discrimination
- Strong problem-solving and negotiation abilities to facilitate discussions, mediate conflicts, and develop mutually acceptable solutions
- Excellent organizational skills, with the ability to manage multiple cases simultaneously, keep accurate records, and follow up on resolutions
- Ability to remain neutral and unbiased while mediating conflicts and guiding the resolution process
- Ability to handle stressful situations and manage emotional responses in challenging circumstances
- Proficient in Microsoft Office tools, including Microsoft Word and Excel

**HOURS:** 37.5 hours per week

**SALARY:** \$109,659 to \$121,586 per annum

**CLOSING DATE:** May 20, 2025

Please submit electronically a cover letter, quoting the competition number, a resume and reference list to be received no later than the closing date via the link posted on the UPEI Human Resources website ([www.upei.ca/hr/](http://www.upei.ca/hr/)). Applications will not be accepted via email.

If you are unable to apply online, you can drop off your resume to the Human Resources Department, Kelley Building, University of Prince Edward Island, 550 University Avenue, Charlottetown, PEI C1A 4P3, Fax Number (902) 894-2895.

UPEI is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive learning and working environment where every person feels empowered to contribute. UPEI is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the process, please direct your inquiries, in confidence, to our HR Officer, [hrofficer@upei.ca](mailto:hrofficer@upei.ca).

Only those applicants who are invited to an interview will be acknowledged.