

Northern Arizona University Affirmative Action Recruitment Goals for Minorities and Women: Staff

Effective July 1, 2018 to June 30, 2019

Important note: In compliance with NAU’s affirmative action program and to promote a diverse workforce, every search committee should advertise and/or reach out to recruitment sources in a way calculated to reach potential applicants who are women and minorities. Ideally, your pool of applicants should reflect the percentage of women and minorities in the recruitment area who have the requisite skills and education for the position. To find out the availability of women and minorities for your position, complete Steps 1 and 2.

In some situations, a goal (not a quota) exists for a particular Job Group because the percentage of women and/or minorities in the NAU workforce has been lower than the calculated availability. In these cases, the search committee should contact EAO to discuss recruitment strategies. To find out if your Job Group has a goal, complete Step 3.

Step 1. When you have a job opening, find the job group number for the job title or job code in the Job Group Table.

Step 2. Find the job group number in the left hand column of this chart. The percentages listed in the two right columns reflect the calculated availability of those who are potentially qualified for a position within the job group. If you’ve made sufficient recruitment efforts, the demographics of your applicant pool should closely mirror the availability percentage. (A report of the de-identified pool demographics will be sent to the department hiring supervisor).

Step 3. A percentage that is bold with blue shading indicates that the job group is not close enough to the established availability and, therefore, extra recruitment efforts need to focus on ensuring women and/or minorities are specifically targeted for recruitment. Goals are not quotas.

Job Group	% Women	% Total Minority
01.A-01 – Management Occupations – All Others	52.97	21.16
01.A-02 – Management Occupations – Directors	55.78	24.17
02.A-01A – Business and Financial Operations Occupations – Management	69.55	26.66
02.A-01B – Business and Financial Operations Occupations – Professionals	71.38	27.82
02.A-01C – Business and Financial Operations Occupations – Other	70.97	26.49
02.A-02 – Business and Financial Operations Occupations – Accounts	70.34	29.79
02.A-03 – Business and Financial Operations Occupations – Assistant Directors	72.35	24.01
02.A-04 – Business and Financial Operations Occupations – Associate Directors	67.36	22.29
02.A-05 – Business and Financial Operations Occupations – Business Managers	79.68	31.93
02.A-06 – Business and Financial Operations Occupations – Coordinators	72.05	26.45
02.A-07 – Business and Financial Operations Occupations – Directors	52.81	18.89
02.A-08 – Business and Financial Operations Occupations – Program Coordinator	69.41	30.50
02.A-09 – Business and Financial Operations Occupations – Program Coordinator, Sr	52.86	22.58
03.A-01A – Computer and Mathematical Occupations – Management	35.19	25.72
03.A-01B – Computer and Mathematical Occupations – Professionals	41.43	19.61
03.A-01C – Computer and Mathematical Occupations – Technicians	29.41	23.08
03.A-01D – Computer and Mathematical Occupations – Other	39.09	18.12
03.A-02 – Computer and Mathematical Occupations – Applications Systems	36.61	29.92
03.A-03 – Computer and Mathematical Occupations – Business Analysts	71.84	23.94
03.A-04 – Computer and Mathematical Occupations – Support Systems Analysts	44.96	21.83
03.A-05 – Computer and Mathematical Occupations – Systems Administrators	21.66	22.94
03.C – Life, Physical, and Social Science Occupations	45.26	17.98
04.A-01 – Community and Social Service Occupations – All Others	68.18	27.91
04.A-02 – Community and Social Service Occupations – Academic Advisors	63.22	31.60
04.B – Legal Occupations	33.43	14.25
04.CA – Arts, Design, Entertainment, Sports, and Media Occupations – Management	42.32	16.59
04.CB – Arts, Design, Entertainment, Sports, and Media Occupations – Professionals	39.16	16.73
04.CC – Arts, Design, Entertainment, Sports, and Media Occupations – Other	33.95	22.39
05.A-17 – Center for Science Teaching and Learning	60.58	31.73

05.A-22 – English	80.29	55.87
05.A-23 – Ethnic Studies	60.58	31.73
05.A-31 – MA in Sustainable Communities	60.58	31.73
05.A-32 – Mathematics/Statistics	60.58	31.73
05.A-45 – School of Earth Science and Environmental Sustainability	60.58	31.73
05.A-46 – School of Art	60.58	31.73
05.A-47 – School of Communication	60.58	31.73
05.A-50 – School of Music	60.58	31.73
05.A-51 – School of Nursing	80.29	55.87
05.A-57 – Women’s and Gender Studies	60.58	31.73
05.A-58 – SICCS	60.58	31.73
07.A – Archivists, Curators, and Museum Technicians	72.60	36.92
07.B – Librarians	68.37	29.42
07.C – Library Technicians	68.86	31.33
08.B – Other Teachers and Instructors	61.05	27.29
08.C-01A – Other Education, Training, and Library Occupations – Management	74.91	28.31
08.C-01B – Other Education, Training, and Library Occupations – Professionals	76.00	31.49
08.C-01C – Other Education, Training, and Library Occupations – Other	87.50	51.99
08.C-02 – Other Education, Training, and Library Occupations – Coordinators	76.68	29.83
09.A – Healthcare Practitioners and Technical Occupations	59.06	16.71
10.A – Healthcare Support Occupations	70.19	40.37
10.B – Protective Service Occupations	25.72	19.65
10.D-01 – Building and Grounds Cleaning and Maintenance Occupations – Other	13.18	64.14
10.D-02 – Building and Grounds Cleaning and Maintenance Occupations – Custodians	25.51	53.97
10.E – Personal Care and Service Occupations	60.27	38.39
12.A-01 – Office and Administrative Support Occupations – All Others	67.08	24.23
12.A-02 – Office and Administrative Support Occupations – Administrative Assoc	89.20	35.26
12.A-03 – Office and Administrative Support Occupations – Administrative Asst	95.07	32.54
12.A-04 – Office and Administrative Support Occupations – Administrative Spec	95.66	30.92
13.B – Construction and Extraction Occupations	1.44	29.68
13.C – Installation, Maintenance, and Repair Occupations	4.62	31.35
14.A – Production Occupations	7.26	27.40
14.B – Transportation and Material Moving Occupations	35.52	46.73
15.A1 – Part-Time Temp Employees – VP and Higher	51.85	22.47
15.A2 – Part-Time Temp Employees – Center for Business Outreach	53.22	18.10
15.A3 – Part-Time Temp Employees – Civic Service Institute	52.40	18.08
15.A4 – Part-Time Temp Employees – Campus Health Services	52.40	18.08
15.A5 – Part-Time Temp Employees – University Police	52.40	18.08
15.A6 – Part-Time Temp Employees – Academic Department Support	53.82	18.64
15.A7 – Part-Time Temp Employees – Staff Department Support	53.38	18.14
15.B – Postdoctoral Scholars	16.45	23.12