

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

Effective July 1, 2021 to June 30, 2022

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 | 43.06 | 16.36 |
| 01.A-02 – Management Occupations – Directors | 50.33 | 18.70 |
| 02.A-01A – Business and Financial Operations Occupations – Management | 68.71 | 26.26 |
| 02.A-01B – Business and Financial Operations Occupations – Professionals | 72.02 | 30.98 |
| 02.A-01C – Business and Financial Operations Occupations – Other | 69.43 | 27.96 |
| 02.A-02 – Business and Financial Operations Occupations – Accounts | 62.91 | 14.57 |
| 02.A-03 – Business and Financial Operations Occupations – Assistant Directors | 67.86 | 24.25 |
| 02.A-06 – Business and Financial Operations Occupations – Coordinators | 65.63 | 36.63 |
| 02.A-07 – Business and Financial Operations Occupations – Directors | 61.24 | 26.14 |
| 02.A-08 – Business and Financial Operations Occupations – Program Coordinator | 44.82 | 27.56 |
| 02.A-09 – Business and Financial Operations Occupations – Program Coordinator, Sr | 53.77 | 29.15 |
| 03.A-01A – Computer and Mathematical Occupations – Management | 29.41 | 23.74 |
| 03.A-01B – Computer and Mathematical Occupations – Professionals | 34.01 | 23.12 |
| 03.A-01D – Computer and Mathematical Occupations – Other | 32.94 | 19.03 |
| 03.A-02 – Computer and Mathematical Occupations – Applications Systems | 32.80 | 29.12 |
| 03.A-03 – Computer and Mathematical Occupations – Business Analysts | 55.05 | 17.91 |
| 03.A-04 – Computer and Mathematical Occupations – Support Systems Analysts | 65.69 | 38.73 |
| 03.A-05 – Computer and Mathematical Occupations – Systems Administrators | 10.24 | 13.44 |
| 03.B – Architecture & Engineering Occupations | 7.25 | 32.97 |
| 03.C – Life, Physical, and Social Science Occupations | 56.43 | 32.52 |
| 04.A-01 – Community and Social Service Occupations – All Others | 66.14 | 35.76 |
| 04.A-02 – Community and Social Service Occupations – Academic Advisors | 63.54 | 31.23 |
| 04.B – Legal Occupations | 33.43 | 14.25 |
| 04.CA – Arts, Design, Entertainment, Sports, and Media Occupations – Management | 44.97 | 23.17 |
| 04.CB – Arts, Design, Entertainment, Sports, and Media Occupations – Professionals | 37.03 | 22.59 |
| 04.CC – Arts, Design, Entertainment, Sports, and Media Occupations – Other | 39.02 | 23.19 |
| 05.A-22 – English | 59.90 | 15.99 |
| 05.A-23 – Ethnic Studies | 58.07 | 32.21 |
| 05.A-31 – MA in Sustainable Communities | 58.52 | 26.17 |

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| 05.A-45 – School of Earth Science and Environmental Sustainability | 52.67 | 26.76 |
| 05.A-46 – School of Art | 44.89 | 19.41 |
| 05.A-47 – School of Communication | 64.22 | 22.75 |
| 05.A-50 – School of Music | 54.05 | 21.43 |
| 05.A-51 – School of Nursing | 72.85 | 31.89 |
| 05.A-57 – Women’s and Gender Studies | 58.07 | 32.21 |
| 05.A-58 – SICCS | 45.65 | 29.49 |
| 05.A-88 – First Year Experience | 50.56 | 19.66 |
| 05.A-89 – E-Learning Center | 50.56 | 19.66 |
| 05.A-95 – STEM Education | 73.32 | 25.66 |
| 07.A – Archivists, Curators, and Museum Technicians | 39.19 | 5.41 |
| 07.B – Librarians | 81.62 | 16.68 |
| 07.C – Library Technicians | 68.86 | 31.33 |
| 08.C-01A – Other Education, Training, and Library Occupations – Management | 67.25 | 32.05 |
| 08.C-01B – Other Education, Training, and Library Occupations – Professionals | 71.63 | 25.97 |
| 08.C-02 – Other Education, Training, and Library Occupations – Coordinators | 70.08 | 25.81 |
| 09.A – Healthcare Practitioners and Technical Occupations | 67.36 | 22.32 |
| 10.A – Healthcare Support Occupations | 67.98 | 42.28 |
| 10.B – Protective Service Occupations | 20.45 | 23.26 |
| 10.D-01 – Building and Grounds Cleaning and Maintenance Occupations – Other | 14.49 | 65.94 |
| 10.D-02 – Building and Grounds Cleaning and Maintenance Occupations – Custodians | 24.77 | 53.08 |
| 10.E – Personal Care and Service Occupations | 26.29 | 38.76 |
| 12.A-01 – Office and Administrative Support Occupations – All Others | 81.33 | 32.41 |
| 12.A-03 – Office and Administrative Support Occupations – Administrative Asst | 95.66 | 30.92 |
| 13.B – Construction and Extraction Occupations | 6.95 | 42.30 |
| 13.C – Installation, Maintenance, and Repair Occupations | 1.92 | 42.08 |
| 14.A – Production Occupations | 66.67 | 100 |
| 14.B – Transportation and Material Moving Occupations | 15.66 | 38.99 |
| 15.A1 – Part-Time Temp Employees – VP and Higher | 28.57 | 14.29 |
| 15.A5 – Part-Time Temp Employees – University Police | 28.57 | 14.29 |
| 15.A6 – Part-Time Temp Employees – Academic Department Support | 28.57 | 14.29 |
| 15.A7 – Part-Time Temp Employees – Staff Department Support | 28.57 | 14.29 |
| 15.B – Postdoctoral Scholars | 45.75 | 24.11 |