

Title IX Coordinator

Job Description

Position Information

Position Title	Title IX Coordinator
Position Number	HUMRSUPP05*6699
Department	Human Resources
Reports to (Title)	Director of Human Resources & Professional Development
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job’s primary purpose to the department.

Job Summary

The Title IX Coordinator, under the direction of and partnership with the Director of Human Resources and Professional Development, provides strategic leadership, oversight, and management of the College’s Title IX program and related laws through the analysis, revision, and implementation of College policies and procedures, assessing compliance, providing campus-wide training, and coordination and support of investigations, referral intake and case management, and resolution procedures.

The Title IX Coordinator role plays a key role in increasing and strengthening college-wide education and outreach to students and employees.

This role may investigate non-Title IX personnel matters, as directed by the Vice President of Human Resources or their direct supervisor.

Working with colleagues within the Office of Human Resources, and the College’s legal counsel, as needed, provides support and guidance to employees in clarifying employment-related policies and employment regulatory requirements, or other employment-related matters.

This position conducts intake and ongoing management of Title IX related concerns, create reports, and analysis. Meets with students, faculty, and staff regarding issues of Title IX and policy. Working in a highly confidential and busy environment, the Title IX Coordinator must have the skills and judgment necessary to protect confidentiality, prioritize privacy, treat others with respect and care, organize work and multitask, and be responsive to the needs of the office and the constituents it serves. The Title IX Coordinator coordinates institutional compliance with Title IX requirements and other applicable laws.

The Title IX Coordinator reports to the Director of Human Resources and Professional Development.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Three years or more

Preferred Qualifications Minimum of three years of Title IX experience for a P2 Career Level
Minimum of five years of Title IX experience for a P3 Career Level
Master's degree preferred

FLSA Category Exempt

Staff/Faculty Staff

Employment Status Full-Time

Employment Category Regular

Essential Staff (emergency situations)? No

On-Call? No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

- Conducts intake of Title IX related concerns.
- Creates reports and analyses information.
- Works closely with individuals to provide and coordinate supportive measures, connection to resources, and other follow up as needed.
- Monitors Title IX cases for patterns or themes of concern.
- Provides oversight and coordination of Title IX investigations and hearings to ensure a fair, prompt, and thorough process.
- Provides timely updates to individuals involved in voluntary and formal resolution cases, including investigatory updates.
- Conducts non-Title IX investigations (personal, bias, etc.) as directed by the Vice President of Human Resources or their direct supervisor.

Percentage Of Time 75

Responsibility

- Develops and delivers educational programs, workshops, and training sessions on Title IX compliance, sexual respect, and related topics; and other Office of Human Resource programs, as determined by the Vice President of Human Resources or their direct supervisor.
- Develops and delivers annual training addressing reporting responsibilities, resources, and options and other training opportunities within the community, as needed and appropriate.
- Oversees and coordinates contributions and work of Title IX deputies and Senior Officials.
- Collaborates with key campus partners such as Student Affairs, Athletics, Campus Safety, Office of Diversity, Equity and Inclusion, and Academic Affairs.

- Creates and manages Sexual Respect webpages, promotional materials, and resources for campus prevention efforts to engage the campus community.
- Proposes and drafts policy revisions.
- Prepares end of year data on reporting and programming and compiles annual report.

Percentage Of Time

20

Responsibility

Serves on a variety of on-campus committees, as well as regional and national consortia and professional organizations. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participates in professional organizations and committees both on and off-campus, as approved.

Other duties as assigned.

Percentage Of Time

5

General Responsibilities**General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?

No

If yes, then check all that are supervised by this position.

Supervise Student Staff

No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff

No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following

Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data Over 2/3

- Essential or Marginal? Essential

Effective communication skills Over 2/3

- Essential or Marginal? Essential

Composing & comprehending communication materials 1/3 to 2/3

- Essential or Marginal? Essential

Establishing effective interpersonal relationships Over 2/3

- Essential or Marginal? Essential

Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Over 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	Over 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	1/3 to 2/3
- Essential or Marginal?	Essential
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	Over 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	1/3 to 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	1/3 to 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	1/3 to 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	1/3 to 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	1/3 to 2/3
- Essential or Marginal?	Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	1/3 to 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None

Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.