Title: Deputy Title IX Coordinator

Essential Function
Under general supervision form a designated administrator responsible for assisting in guiding efforts to conceptualize, define, assess, nurture, and cultivate UC’s goal in achieving an open, diverse and inclusive learning, living and working environment by ensuring compliance with Title IX, Title VII and other Equal Opportunity laws at both the State and Federal levels.

Characteristic Duties
Coordinate inquiries and application of University policies and practices; provide guidance and support to students and/or university divisions.

Assist with institution-wide compliance programs and activities related to Title IX; conduct training, provide informational materials and consultation to faculty and staff as it relates to UC’s commitment to provide a safe, healthy working and learning environment; organize and maintain faculty and staff compliance records for UC’s required training; assist Title IX coordinator with monitoring all UC Title IX educational programming.

Coordinate case management plan for each reported Title IX incident; execute timely and thorough investigations of complaints of sexual harassment, sexual assault, and relationship violence, as well as other forms of discrimination and harassment, by/against faculty, staff, and students; collect relevant facts related to the reported Title IX incident, consult with UC Title IX Coordinator; may consult with internal/external legal counsel, and others, as appropriate, to ensure accurate and consistent application of university policies and practices; assess incident; document facts, analyze findings and summarize investigation, make recommendations that ensures the safety of the impacted student and the community; track incidents and analysis of informal and formal complaints and investigations.

Collaborate with university divisions to develop and facilitate safety and advocacy programs to ensure that students are aware of their options, resources and guidelines with respect to reporting and filing complaints alleging sexual harassment, sexual assault, sexual misconduct and relationship violence and other harassing and discriminatory behavior.

Communicate and consult regularly and work collaboratively with the Title IX Coordinator who has ultimate responsibility for compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act and the Violence Against Women Act Reauthorization of 2012 (VAWA).

Minimum Qualifications
Master’s degree in Student Affairs, Higher Education Administration, Law, or a related field with two (2) years’ experience, or Bachelor’s degree with four (4) years’ experience; experience should include conducting investigations alleging harassment and discrimination.