Title: Title IX Coordinator

**Essential Function**
Under general supervision from the Vice President for Equity & Inclusion, the Title IX Coordinator is responsible for day to day application and review of University policies and practices and for 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**
Responsible for day-to-day application and review of University policies and practices to ensure compliance with Title IX, Title VII and other Equal Opportunity laws at both the State and Federal levels; coordinate response, prevention, and education initiatives pursuant to Title IX and related statutes and regulations; stay abreast of regulations and statutes and changes, and disseminate information of implementation requirements.

Oversee 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.

Lead investigation processes; oversee case management plan for each reported Title IX incident; ensure timely, impartial 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; ensure collection of relevant facts related to the reported Title IX incident, collaborate and consult with internal partners (e.g. HR, EOA, athletics, public safety, student affairs, general counsel, and provost office), 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 ensure the safety of the impacted reporting party (complainant) and the community; and 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, faculty and staff are aware of their options, resources and guidelines with respect to reporting and filing complaints alleging sexual harassment, sexual assault, sexual misconduct, relationship violence and other harassing and discriminatory behavior; provide guidance and support to students, faculty and staff as well as university departments divisions.

Oversee compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act and the Violence Against Women Act Reauthorization of 2012 (VAWA); secure relevant documentation and ensure confidentiality; manage the grievance process, disposition reports and other records regarding Title IX cases, including the reports of the number, nature and disposition of complaints; serve as Liaison Officer to state and federal government compliance or investigations officers; serve as a university representative for local efforts to enhance prevention and reduce incidents of sexual misconduct prepare reports on Title IX compliance efforts and complaint activity, make recommendations for action to appropriate decision makers, and maintain the Title IX website.
Supervise assigned staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

**Minimum Qualifications**
Master’s degree in College Student Personnel, Student Affairs, Higher Education Administration, Law, Counseling, Human Resources, Social Work or a related field with five (5) years’ experience, or Bachelor’s degree with seven (7) years’ experience; experience should include conducting investigations alleging harassment and discrimination. Experience dealing with the specialized needs and concerns of marginalized communities and their experiences with sexual violence. Three or more years of progressive supervisory experience including excellent leadership, planning, organizational and managerial skills, and the proven ability to perform as a team player.