

Title Information

Classification	Director of Equity & Inclusion and Title IX Coordinator
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M170 (E1)
Full Time Part Time	Full Time
Educational and Experience Requirement	Master's degree in higher education, public policy, public administration, or other related field. Five years of experience in judicial affairs, human resources, Equal Employment Opportunity (EEO)/Affirmative Action, or experience in a related field. Experience in investigations, policy creation and implementation preferred. Experience developing and implementing programs, presentations, training, or marketing in higher education desired. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Oversees, facilitates, manages and coordinates federal, state, local and university policies and procedures related to discrimination, diversity, inclusion, and equity with a primary focus on Title IX compliance.
Primary Responsibilities	Develops and implements equity and inclusion training programs for all university constituents. Promotes and fosters the University's commitment to the prevention of discrimination in the educational and employment context. Serves as a resource for the university ensuring that fair, equitable treatment and practices apply to all regardless of race, creed, ethnicity, ancestry, marital status, citizenship, color, national origin, gender, religion, age, disability, military or veteran status, sexual orientation, or gender identity. Serves as the university's Title IX Coordinator by managing Title IX investigations, overseeing campus communication, and educating constituents regarding Title IX and the procedures for filing complaints alleging sexual violence. Consults with students, faculty, and staff who report sexual misconduct. Monitors and provides leadership for investigations into allegations of discrimination, harassment, and other civil rights violations in accordance with university policy. Advises individuals on the complaint process, available resources, and interim measures. Plans the investigation processes, conducts interviews, identifies and collects relevant documentation, analyzes evidence,

	<p>drafts investigation reports, issues findings and determinations, and maintains accurate and thorough investigative files. Interprets, enforces, assesses, and ensures compliance of Title IX and other discrimination related policies and procedures. Manages records of all Title IX, discrimination complaints, investigations, and outcomes. Collaborates with staff to develop and conduct prevention of discrimination training and Title IX related presentations. Collaborates with the Office of General Counsel, Dean of Students Office, Office of Residence Life, University Police Department, and other departments on the university's nondiscrimination statement and sexual misconduct policy. Develops and presents materials on prevention and recognition of sexual harassment and sexual violence training for the campus community to include students, staff and faculty. Consults with administration and Human Resources on matters related to equitable treatment of employees. Consults and collaborates with the Office of General Counsel. Develops and facilitates university-wide training programs and activities related to Title IX, Title VII, and other Equal Employment Opportunities/Affirmative Action (EEO/AA) laws and regulations. Assists in the development of policies and procedures and proposed revisions to existing policies and procedures related to Title IX, Clery Act, Violence Against Women Act (VAWA), EEO/AA and Non-Discrimination. Represents the office on university committees and task forces. Advises committees on equity and inclusion issues that may affect the committees' work and provides input in a clear and positive manner. Performs other related duties as assigned.</p>
Other Specifications	<p>Requires annual Title IX training. Consults with the university President on at least a biannual basis regarding Title IX updates and related issues. Care and attention is required in the performance of duties to prevent injury to self or others. This position may be designated as a Campus Security Authority (CSA).</p>
Supervision Given and Received	<p>Works under general direction and may supervise other employees to include investigators, administrative support, and students.</p>