

Niagara University

Job Description

Date:	February 2021
Job Title:	Deputy Title IX Coordinator
FLSA Status:	Exempt
Job Status:	Regular Full-Time
Job Class:	Professional
Work Location:	O'Shea Hall B27
Title of Immediate Supervisor:	Title IX Coordinator
Department:	Equity & Inclusion
Sector:	Student Affairs

JOB SUMMARY:

Under the direction of the Title IX Coordinator, the Deputy Title IX Coordinator co-coordinates and facilitates the institution's compliance with Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964, develops and implements educational programs regarding discrimination and sexual harassment prevention, ensuring faculty, staff and students understand their rights and, where applicable, responsibilities under the law; coordinates case management, oversees and coordinates investigations, responses and resolutions to complaints, to include supervision of investigators, and collaborates with campus entities and University leadership to identify and address systemic problems.

ESSENTIAL DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this job.

- Co-develops, implements, coordinates and conducts educational programs and initiatives designed to educate and support faculty, staff, and students regarding their rights and, where applicable, obligations under Title IX/Title VII, including reporting options/responsibilities, support services, University policy and applicable disciplinary code, grievance procedures, confidential resources, etc.
- Oversees a caseload, coordinates and ensures investigations of reports and complaints of sexual misconduct are adequate, reliable, timely, confidential and impartial; reviews proposed sanctions before they are imposed to ensure that they are reasonably calculated to stop the behavior and prevent its recurrence.
- Assists in selection, training, and oversight of designated Title IX and Civil Rights investigators/advisors/hearing officers across critical areas of the institution in

addition to vetting attorneys for the same process; helps to ensure investigators, adjudicators and those involved with processing Title IX/Title VII complaints are adequately trained in compliance with related guidance.

- Assist in outreach related to office functions to heighten awareness of campus.
- Identifies systemic problems relating to complaints and recommends responses
- Collaborates with leadership and campus constituencies to disseminate information, redesign processes, and support the University's investigative processes; collaborates and coordinates with compliance partners within the department and across the institution to support the University's overlapping compliance needs and responsibilities.
- Communicates with local law enforcement and government agencies to ensure reports are handled appropriately and in a timely manner; coordinates with local victim advocacy organizations and service providers.
- Implements, updates and tracks institutional compliance training surrounding Title IX/Title VII.
- Updates and manages departmental apps including the social media accounts.
- Supports ongoing compliance with Title IX/Title VII by collecting and analyzing data, writing comprehensive reports and maintaining records of investigations.
- Serves on various University committees as needed
- Serves as Campus Security Authority as outlined by the Clery Act.
- Performs miscellaneous job-related duties as assigned.
- Maintains confidentiality of information and materials (including but not limited to: student and employee personal information, etc.); any question regarding the confidentiality of material, should be referred to the relevant supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment.

GENERAL DESCRIPTION:

% of time

40% Consultation, Investigation, and Disposition

40% Institutional Monitoring and Compliance

20% Training and Outreach

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with Title IX, Title VII, and EEO regulatory compliance; including understanding of recent Title IX/EEO developments, regulatory and enforcement guidance and legislative initiatives;

- Experience conducting investigations and/or resolving complaints of discrimination and/or harassment;
- Demonstrated understanding and sensitivity toward experiences and expressions of trauma caused by sexual violence and harassment and demonstrated ability to maintain confidentiality and sensitivity to privacy;
- Strong presentation skills with an emphasis on education and training for a variety of constituencies;
- Strong prioritization, analytical and organizational skills; experience with report preparation and analysis;
- Ability to think creatively, exercise independent judgment and make timely, informed decisions;
- Ability to effectively collaborate with key constituency groups and community partners;
- Excellent verbal and writing skills along with strong interpersonal and listening skills;
- Ability to maintain strict confidentiality and to organize materials and information accordingly.

ERGONOMIC REQUIREMENTS:

The functions of the position usually performed sitting, but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, calculator, cutting, labeling, and taping involve extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS

1. Master's degree in student personnel administration, criminal justice, or in a related field, or a Juris Doctorate, from an accredited higher education institution.
2. Minimum of two years of experience investigating discrimination complaints, mediation and/or conflict resolution, preferably in the higher education setting.
3. A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.

ADDITIONAL REQUIREMENT:

This position has been identified as requiring a cell phone to fulfill job responsibilities

and for other business purposes. Compliance with the University's Employee Cell Phone for Business Use Policy is required.