Director of Title IX and EOE

Institution: Adams State University
Location: Alamosa, CO
Category: Exempt
Posted: 6/30/2015
Application Due: Open Until Filled
Type: Full Time
Salary: Commensurate with experience. ASU offers a competitive benefits package.

Reporting to the University President, the Title IX Director will manage and prioritize prompt and thorough investigations, which includes: determining throughout the course of the investigation whether interim measures and/or interim actions are necessary to protect the parties in the institutional setting; coordinating the team of Title IX investigators and adjudicators; identifying and interviewing witnesses; gathering and securing relevant documentation; determining responsibility; and recommending sanctions/response as appropriate.

In addition, in close collaboration with a wide range of on- and off-campus colleagues, the Title IX Director will spearhead efforts in carrying out the University's Title IX-based prevention, education, and awareness responsibilities which include, but are not limited to: progressive and effective awareness in sexual assault prevention and bystander intervention, training programs for students and employees, education for students, faculty and staff, and the community about Title IX trends and issues, and data collection and assessment. In this role, the Director will help strengthen a culture that supports a safe and respectful environment on campus by ensuring the university's response to all forms of gender-based or sexual equity issues are effective, timely, thorough, and follow all legal and ethical mandates.

The Title IX/EOE is responsible for investigating employee complaints including allegations of discrimination or workplace harassment as well as developing and organizing the Equal Opportunity Employment/Affirmative Action Plan for Adams State University.

The Title IX/EOE will also advise and assist departmental personnel to ensure that Adams State University complies with Equal Employment Opportunity guidelines and promotes an environment free from discrimination and workplace harassment for all employees and applicants. Reviews and approves all recruitment documents to ensure compliance with affirmative action policies and plans.
**Required Qualifications**

Bachelor’s degree – related field (e.g., student affairs, human resources, higher education administration, diversity/inclusion, gender studies, law, criminology, social work, counseling, psychology) One-to-three years’ progressive experience working in higher education.

Experience working one-on-one and in group settings with students and faculty in crisis situations, or situations that warrant mediation.

Prior experience with successful, independent and efficient management of an active caseload.

Exemplary detail-oriented written communication skills, organizational skills, strong public speaking and presentation skills.

Strong work ethic: highly motivated, self-directed execution of routine tasks and special projects.

Excellent interpersonal skills: demonstrated ability to function well in both leader and teammate roles and to interact with colleagues and supervisors in a positive and constructive manner when faced with significant deadlines and workloads.

Experience working with members of a diverse community on sensitive issues.

Demonstrated ability to write concise, comprehensive, detail-driven investigative reports, including excellent analytical writing skills.

Working knowledge of basic principles of Title IX/EOE and non-discrimination statutes and regulations, such as Title VI and Title VII.

Prior completion of or willingness to complete Title IX/sexual violence prevention and/or response training with a nationally-recognized organization.

Commitment to social justice and civil rights including a background working with diverse populations.

**Preferred Qualifications**

Graduate degree – related field (e.g., student affairs, human resources, higher education administration, diversity/inclusion, gender studies, law, criminology, social work, counseling, psychology) from an accredited intuition.

At least two to three years’ student conduct and/or Title IX investigative experience including responsibility for investigating claims of sexual harassment, sexual violence, domestic violence and stalking in the higher education setting strongly preferred.

**Principal Duties and Responsibilities**

Supervise, oversee, and perform Title IX investigations from inception to resolution.
Working closely with Student Affairs, the Title IX Deputy Investigator, and other investigators, review and synthesize information to determine whether the investigation supports finding that student conduct has violated the University's Student Code.

Determine whether reported information requires interim actions and/or interim remedial measures; and if so, work closely with University colleagues to implement such actions and measures.

Hold the commitment of discreet and sensitive investigation.

Conduct interviews of parties; analyze witness statements; make credibility assessments; record findings of fact; and communicate with parties' and witness' advocates while protecting the independence, integrity, impartiality and confidentiality of the investigation.

As an investigator, draft and present a report of findings and relevant supporting documents related to the resolution of each investigation, including but not limited to party and witness statements, documents and other evidence collected.

Where appropriate, make recommendations for sanctions in accordance with the Student Code and participate in the adjudication process as required.

Where appropriate, make recommendations for final remedial measures that satisfy the University's Title IX obligation to eliminate a hostile environment, prevent its recurrence, and address its effects.

Assist with the preparation and maintenance of statistical, demographic, and subject matter data related to Title IX complaints and trends.

Assist in development and review of University-wide policies and procedures that further institutional civil rights.

Conduct climate checks for student groups, affinity programs, athletics and academic departments as well as presenting awareness and prevention programs and leading trainings for the University community and off-campus partners.

Lead University-wide education, awareness and prevention programs and campaigns that pertain to Title IX.

Collect, maintain and analyze data for education and training purposes; prepare reports.

Maintain the University's Title IX-related webpages to reflect up up-to-date information, reports, statistics, and data. Includes working with our partners on line training program called Get Inclusive.

Advise and communicate with the President, Provost, VP's, Student Affairs, HR, Athletics and Department Chairs on appropriate actions necessary to resolve complaints.
Proactively manage and lead University compliance and education responsibilities for statutory and regulatory compliance regarding Title IX, Title VI, Title VII, Clery Act, VAWA, Not Alone, Campus saVE regulations, EOE and other initiatives as warranted.

Support campus wide diversity and inclusion efforts.

Collaborate with University's Athletic Title IX officer as well as the Clery Compliance Director and Campus Police Department for compliance with Clery Act. Including but not limited to writing policies and statements for the Annual Security Report.

Serve as a representative of the University, displaying respect, civility, professional courtesy, consideration of others and discretion in all interactions with members of the community and the general public.

Develops, consults, and advises management on the application of equal employment statutes and regulations.

Revises and drafts policies, forms, and documents, such as job descriptions, for EEO compliance.

Approves all University search processes and work collaboratively with ASU’s CEILO group to educate departments on searches and, definition, legal boundaries surrounding diversity and inclusion.

Perform other duties as assigned by the University President.

Adams State University is dedicated to providing a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving this goal, we conduct background checks on persons offered positions at the university prior to employment as described in the background check policy.

Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.

**Application Process**

Completed materials include:

Cover Letter, Resume and three (3) name and contact information of three references to:

Kenneth Marquez  
Vice President for Student Affairs  
Adams State University  
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