



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 11/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director & Coordinator of Title IX

JOB SUMMARY

Oversees all Title IX complaints and reports of gender discrimination, sexual harassment, sexual violence and related allegations of sexual misconduct. Identifies and addresses any systemic problems relating to complaints and works with other departments to ensure Title IX policies are communicated to all constituencies. Communicates with law enforcement personnel and other relevant administrators to assure that reports and complaints of gender discrimination or sexual violence and related misconduct are handled appropriately. The Title IX Coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. Work is performed with considerable independent judgment and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Sr. Associate VP of Human Resources & CHRO

Supervises: Supervises Sr. HR Generalist/Title IX investigator. May supervise clerical support staff, student assistants and/or interns

ESSENTIAL DUTIES - May include, but not limited to the following:

- Coordinates Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX.
- Provides leadership, direction and supervision for all activities and personnel of the Title IX program including consulting with relevant policy-making bodies and senior personnel for the purpose of advising, clarifying and identifying necessary action to eliminate sex and/or gender-based discrimination in all educational programs and activities, to ensure that access to facilities, opportunities, and resources is gender equitable throughout the campus.

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- Develops, implements and coordinates campus and/or school-based strategic efforts aimed at the prevention of sexual violence and other forms of sex and/or gender-based discrimination.
- Develops, maintains and implements university policies, procedures, and processes for Title IX compliance, investigations, and resolutions and act as the primary liaison with university leadership, internal and external stakeholders, internal and external law enforcement, and the university community as it pertains to the Title IX program.
- Develops, distributes and summarizes campus climate survey to measure program effectiveness and helps identify and address any patterns or systemic problems.
- Develops and disseminates educational materials, including brochures, posters, and web-based materials that inform members of the school or campus community (students, faculty, administrators, staff, and parents) of Title IX rights, responsibilities and resources both within and external to school/campus premises.
- Oversees prompt, effective, and equitable intake, investigation, processing, issuing of findings of fact, and timely resolution of all instances of sex/gender discrimination made known to responsible employees and/or reported or filed by students, faculty, employees, third parties, or by members of the broader community.
- Develops and implements an investigation plan for each reported Title IX complaint to include: determining whether the report constitutes sexual misconduct, appointing an investigative team, ensuring that reports and complaints are handled properly and in a timely manner, informing parties regarding the grievance process, notifying all parties of the grievance decisions and the procedures for appeals if applicable, maintaining records in a secure manner, monitoring compliance in accordance to grievance timeline.
- Ensures investigators, adjudicators and those involved with processing Title IX complaints are adequately trained in compliance with Title IX guidance.
- Coordinates and monitors Title IX efforts of other delegates and University offices that receive and/or investigate complaints.
- Provides professional leadership in recruiting, maintaining, and developing staff members in designated areas of responsibility, including Title IX.
- Disseminates memos/reports summarizing the information obtained during relevant investigations to the appropriate individuals.
- Organizes and maintains grievance files, disposition reports, and other records regarding Title IX compliance, including annual reports of the number and nature of filed complaints and the disposition of said complaints, data collection, climate assessment, and pattern monitoring.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Assists in Employee Relations area of the Office of Human Resources as requested.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Human Resource Management, compliance, equal opportunity, diversity and inclusion or related field preferred.

EXPERIENCE

Five years of professional level experience in Title IX compliance and anti-discrimination laws is essential.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to develop and present educational programs and/or workshops.
- Ability to provide effective and appropriate advice and expertise to all levels within the university community.
- Ability to provide technical advice and information to faculty and staff in area of expertise.
- Knowledge of federal, state, and institutional policies and practices specific to the applicable compliance specialty.
- Project planning skills.
- Ability to investigate and analyze claims information and to draw conclusions.
- Skill in organizing resources and establishing priorities.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including University related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.