



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 12/13
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Title IX Investigator

JOB SUMMARY

Responsible for investigating student related concerns to include University investigations into discriminatory harassment, sexual harassment, and sexual misconduct. The Title IX Investigator will provide assistance to the Associate Vice President for Student Life & Title IX Coordinator with the University's student investigations in efforts to maintain federal compliance. Work is performed under minimal supervision and performance 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: Associate Vice President for Student Life & Title IX Coordinator

Supervises: May supervise Student Assistants and Clerical Staff

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

- Coordinates the University's investigations into sexual and discriminatory harassment concerns for students and student organizations, including sexual assaults.
- Leads outreach efforts related to presentations about services offered by the Division of Student Life, specifically related to risk management and sexual assault/sexual harassment education and prevention. Creates and delivers other training as needed.
- Stays current with federal and state law.
- Serves as the lead investigator for student cases involving faculty, staff and student grievances of Title IX.
- Assists as a secondary investigator for Human Resources in cases which may involve faculty and staff.
- Leads outreach efforts to train other Title IX investigators and coordinates/delegates cases and reporting.
- Assists in maintaining requested statistics and data for reporting purposes.

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- Intervenes with students as requested and assigned by the Behavioral Assessment Team.
- Makes initial contact with students to discuss resources and create intervention plans and maintains long term case management and follow up with specific students.
- Performs dispute resolution services for student related concerns. These services may include mediation, coaching and facilitation.
- Assists with creation and dissemination of marketing materials for Title IX.
- Assists with website and education efforts.

ADDITIONAL DUTIES

- Assists with Student Life programs and services.
- Partners with other student life areas to provide education and prevention efforts.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master degree is preferred.

EXPERIENCE

Four years of professional experience in higher education. Background knowledge and training in Title IX and other federal and state non-discrimination laws is required. Knowledge of the higher education environment and risk management concerns for students and student organizations. Knowledge of university grievance processes and investigations, experience with dispute resolution preferred. Student affairs knowledge preferred.

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:

- Background knowledge and training in Title IX and other federal and state non-discrimination laws.
- Knowledge of the higher education environment and risk management concerns for students and student organizations.
- Ability to work on complex and confidential issues utilizing judgment, tact, and resourcefulness.

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- 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 provide presentations and outreach.
- Ability to use a personal computer and other office equipment, including university 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 the 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.

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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, 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.