JOB DESCRIPTION

Title IX Coordinator

Definition of Class
This is a professional position in which the incumbent administers all aspects of Title IX compliance and serves as the primary contact for conducting investigations into alleged sexual discrimination, sexual assault and sexual harassment for individuals attempting to access the educational programs of the University. The incumbent will serve as the primary contact for EO/RC with Student Affairs, Student Housing, and UPD. This position reports to the Director of EO/RC.

Examples of Work Performed
Conducts investigations into sex discrimination complaints affecting the University.

- Receives and reviews UPD reports related to allegations that might possibly be sex discrimination.
- Reviews complaints (oral & written) of sex discrimination and safeguards confidentiality.
- Interviews complainants, respondents, and other witnesses who may have relevant information pertaining to the investigation.
- Completes written investigation reports for the disposition of complaints.
- Notifies all pertinent parties of findings and “next steps” including right of appeal or right to pursue remedies outside of the University processes.
- Follows up and monitors the implementation of recommendations made in connection to disposition of the complaint/issue.
- Prepares memos/reports summarizing the information obtained during the investigation.
- Provides a memo to the complainant and respondent and then responds to any questions he/she may have about the memo.
- Provides a copy of the memo to the Associate Dean of Students and the Office of the Vice Chancellor for Student Affairs.
- Serves as a liaison to Student Affairs, Student Housing, and UPD staff in situations where there have been sex discrimination complaints made against a student.
- Communicates with the Associate Dean of Students, as needed, regarding complaints received.
- Collects information as needed from campus departments relevant to the investigations.
- May appear as a witness at student judicial hearings to discuss the investigation.
- Briefs the Director on the status of complaints received and investigations in progress where the respondent is a student.
- Monitors compliance of all requirements and timelines specified in the complaint/grievance procedure.
- Maintains the database used to track sex discrimination complaints against students.
- Maintains all Title IX related policies and ensures the content is updated to reflect current regulatory requirements.
- Provides monthly and annual reports of the status of complaints received and the progress of investigations.
May make presentations and conduct training regarding Title IX and the investigative process.

Attends training related to sex discrimination and Title IX in order to stay abreast of new developments.

Conducts training seminars on the subject of Title IX and the investigative process.

Supervises support staff, as assigned.

Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Conducts investigations into alleged sex discrimination including sexual assault and sexual harassment of individuals attempting to access the educational programs of the University.

2. Disseminates memos/reports summarizing the information obtained during the investigations to the appropriate individuals.

3. Serves as a liaison to Student Affairs, Student Housing, and UPD staff in situations where sex discrimination complaints have been made against a student.

4. Reports the status of complaints received and investigations in progress to the Director.

5. Subject matter expert for the development, implementation, interpretation and associated training for Title IX related policies.

6. Supervises support staff, as assigned.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and sit. The incumbent is periodically required to walk, stand, reach with hands or arms, use hands to finger, handle or feel.

**Experience/Educational Requirements:**

**Education:**

Bachelor’s Degree from an accredited four-year college or university.

**Experience:**

Three (3) years of experience related to the above described duties.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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_The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADAA employer_”

_The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment_