



## Classification Description

---

**Job Title:** Deputy Title IX Coordinator

**Pay Grade:** 114

**Job Code:** 4208

**FLSA Status:** Exempt

### **Job Purpose**

This position is responsible for conducting inquiry reviews, comprehensive investigations, and College-wide consultation regarding complaints involving students, faculty, staff, and members of the public relating to Title IX matters. The Deputy Title IX Coordinator assists the Senior Human Resources (HR) Manager, Employee Relations/Title IX Coordinator/Compliance Officer with the implementation of various compliance and Title IX initiatives and programs.

### **General Responsibilities**

#### **Essential Functions**

Conducts reviews and comprehensive investigations of harassment and discrimination complaints across the College, utilizing Equal Employment Opportunity Commission (EEOC) and the Department of Education's Office of Civil Rights (OCR) methodologies and standards.

Develops and delivers training, educational materials, outreach programming, and consultation to faculty and staff in support of the College's commitment to providing a safe, healthy working and learning environment for all. This position also develops, updates, and communicates anti-discrimination laws and Title IX-related College policies and procedures.

Provides information and guidance to faculty and staff regarding EEOC matters, complaints, and compliance investigations.

Provides resources and supportive measures to faculty, staff, and students who report or are accused of harassment, discrimination, or retaliation.

Provides alternative dispute resolution options for faculty and staff during the informal dispute resolution process.

Interviews complainants, respondents, and witnesses necessary to determine findings of fact for assigned cases and prepares detailed investigative reports.

Tracks and reports systemic problems relating to complaints.

## DEPUTY TITLE IX COORDINATOR

Keeps abreast of federal and state laws and regulations and trends within higher education related to harassment and other discriminatory practices including, but not limited to, obligations under Title IX, the Clery Act, Title VI, Title VII, VAWA, ADA, and ADA AAA.

Maintains effective collaborative working relationships with College and campus leadership and others.

Serves as Section 504 Coordinator for staff and faculty and ensures College compliance with the Americans with Disabilities Act (ADA), Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.

Collaborates with appropriate departments to develop appropriate workplace accommodations for employees as necessary and as required by law.

Ensures appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from College employees, as well as the public, regarding compliance with the ADA and other applicable federal and state laws regarding discrimination on the basis of disability.

Makes recommendations to Senior HR Manager, Employee Relations/Title IX Coordinator/Compliance Officer and other College leadership related to final determinations regarding allegations of discrimination and non-compliance under the ADA and other applicable federal and state laws regarding discrimination on the basis of disability.

Maintains departmental records and files for the areas of responsibility including, but not limited to, securing files containing protected health information (PHI) and limiting access to these files in accordance with HIPAA regulations.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if they can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree from a regionally accredited institution of higher education.

Three (3) years of full-time, professional related work experience in legal, regulatory, student conduct, federal/state compliance, human resources, EEO/ADA, Title IX compliance or sexual violence investigation and prevention. An appropriate combination of education and experience may be substituted.

Ability to manage active caseload and assigned training responsibilities.

## DEPUTY TITLE IX COORDINATOR

Excellent communication skills; verbal, written, interpersonal and computer.

Possesses good time management skills and the ability to work with deadlines.

Ability to maintain a high level of confidentiality, handle multiple priorities and work within changing business conditions.

Excellent interpersonal skills and the ability to remain a neutral party.

Experience operating personal computers with proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) suite.

Demonstrated ability to:

- Build relationships and engender trust within the College community.
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

## DEPUTY TITLE IX COORDINATOR

- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 2, 2023. Revised: July 16, 2024; and February 12, 2026.