

TITLE IX/EEOC COORDINATOR

The University of Alabama in Huntsville is seeking a highly professional and experienced candidate for the position of Title IX/EEOC Coordinator. Reporting to the President, the Title IX/EEO Coordinator is a key administrator in the University's Title IX and EEO compliance efforts and commitment to providing a learning and working environment free of discrimination, sexual discrimination, sexual misconduct, and gender-based harassment and discrimination. The Title IX/EEO Coordinator oversees and coordinates compliance efforts across multiple units of the campus community, providing guidance on current and emerging legislation and regulations related to Title IX, EEO, and oversight for the timely review and investigation of all reports of prohibited conduct.

Duties/ Responsibilities:

LEADERSHIP & STRATEGIC PLANNING:

- Plan and provide oversight for the University's Title IX and EEO compliance efforts, including coordination of investigations, reporting, training and education, and communications.
- Advise on developing legal and regulatory trends, OCR reviews, judicial case law, and Title IX best practices.
- Provide leadership in the University's commitment to a learning and working environment that is free of sexual discrimination, discrimination, harassment, sexual misconduct, and gender-based discrimination.
- Identify and assist University leaders in addressing any systemic issues related to discrimination, sexual harassment, sexual misconduct, and gender-based discrimination.
- Recommend policy and procedure changes for Title IX and EEO compliance.
- Identify, develop, and recommend training sessions and programs on campus for educating students, faculty, and staff about non-discriminatory policies.

CASE MANAGEMENT:

- Provide guidance to University leaders, deputy Title IX Coordinators, and investigators on inappropriate practices and protocols in the receipt, review, investigation, tracking, and documentation of Title IX and EEO-related complaints.
- Review and provide recommendations for sanctions, including discipline and remedial actions to ensure consistency across the University.
- Develop, coordinate, and provide appropriate Title IX and non-discrimination training for individuals and groups as countermeasures to address and correct behavior that does not align with expectations.

PROGRAM OVERSIGHT & QUALITY ASSURANCE:

- Review reports of prohibited conduct under Title IX and the University's non-discrimination policy/practices involving employees, students, and third parties, monitor investigation protocols, and implement countermeasures as necessary to ensure compliance with Title IX and EEO investigations.
- Receive, review, and address any faculty, staff, and student grievances and concerns relative to their participation in Title IX and EEO investigations.
- Ensure efficient and effective University record-keeping and regulatory reporting relative to all Title IX investigations and complaints.
- Plan and implement mechanisms to survey and ensure the compliance of departments and programs with Title IX and EEO regulations.

Minimum qualifications include a Master's degree or an equivalent combination of education and related experience. A minimum of 7 years of progressively responsible experience in higher education, to include experience in student and/or employee conduct matters and investigations including those related to Title

IX, equal opportunity, Clery Act, VAWA, and/or other related compliance issues. Must possess the ability to interpret federal and state laws and regulations. Ability to communicate effectively orally, and in writing and excellent independent and mature judgment and decision-making abilities is required. Extensive knowledge of Title IX and diversity, equity, and inclusion best practices. Ability to work collaboratively, influence ethically and legally responsible outcomes and able to maintain objectivity and safeguard confidential and sensitive information. Must have experience writing reports, summaries and-or proposals and excellent organizational skills and attention to detail. Must possess excellent interpersonal, presentation, and facilitation skills with emphasis on education and training for addressing a wide audience. Juris doctorate is preferred. The approximate starting salary for this position is \$90,000 - \$100,000 with an excellent benefits package. To ensure full consideration, qualified applicants should apply on-line for the position of Title IX/EEO Coordinator/498177 at <https://careers.uah.edu/cw/en-us/job/498177/title-ixeeo-coordinator>.

***A full and thorough confidential review of applicants will begin immediately and will continue until the position is filled.**

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Minorities/Females/Veterans/Disabled**