

**JOHN CARROLL UNIVERSITY**  
**Title IX Coordinator**  
**Job Description**

**Job Title: Title IX Coordinator**

**Job Status: Full Time**

**Department: Office of the President**

**Reports to: President**

**Supervisory Responsibility: Title IX Investigator**

**Classification: Staff**

**Status: Exempt**

**Date Approved: February 2016**

**Description:** The Title IX Coordinator serves in a full-time, 12-month capacity and reports to the President of the University. The Title IX Coordinator has primary responsibility for coordinating and implementing the University's Title IX compliance efforts and works closely with the President, Provost, Vice President for Student Affairs, Assistant Vice President of Human Resources, General Counsel and other administrative leaders to provide an open, diverse and inclusive learning, living and working environment for all members of the community. The Title IX Coordinator leads and proactively influences University-wide Title IX planning, monitoring, reporting, grievance procedures, education, prevention and training efforts.

**Primary Responsibilities**

- Oversees and coordinates Title IX compliance, including investigations of complaints, review of policies, grievance procedures, education and prevention efforts, responsible employee training, and skill-specific training for investigators and hearing board members. Provides advice and guidance to senior leadership and the Board of Directors regarding Title IX requirements, grievance issues, and compliance programs.
- Serves as the central point of coordination for Title IX compliance among University offices and committees with responsibilities relating to Title IX.
- Oversees, coordinates and, as needed, conducts, in a timely manner, the University's response to and investigation of alleged violations of Title IX, including implementation of formal and informal resolution procedures in accordance with regulatory requirements and University policy, ensuring a fair and neutral process for all parties. Assist in the resolution of complex harassment and discrimination cases. Review University's resolution of all Title IX related complaints to ensure the response took effective action to end the discrimination, prevent its recurrence, and remedy its effects. Implement or oversee implementation of the establishment of interim measures and response plans, including No Contact Directives, Interim Suspension, and Persona Non Grata Orders. Monitor or oversee all conduct and/or educational sanctions issued through the university student conduct process or Sexual Harassment Policy.
- Supervises Title IX Investigator and oversees investigations and work of Title IX Investigator. Advises other administrators, investigators and hearing process members on Title IX issues and obligations.
- Meets with parties to provide information regarding available resources and reporting and resolution options and responds appropriately.
- Develops and implements a record keeping system to organize and maintain complaints, investigate activities, and compile and review records regarding complaints of sexual discrimination or sexual harassment, including the number, nature and disposition of complaints filed.
- In consultation with other University offices, develops and implements Title IX training and education programs. Such programs are to be targeted toward a variety of populations, including but not limited to students, faculty, and staff with responsibilities in resolving Title IX complaints, faculty and staff with supervisory responsibility, and those whose day-to-day responsibilities involve working closely with students.
- Assists in the development and implementation of ongoing campus-wide climate surveys to assess the university community's overall understanding of harassment and gender-based violence; to identify trends and barriers that are counterproductive to a respectful, violence-free environment; and to customize training programs to eliminate the conduct and its effects on the well-being of the campus community. Effectively implements the information learned from the surveys.

- Creates and implements a Title IX compliance plan in collaboration with key stakeholders on- and off-campus. Monitors and identifies, through campus climate surveys, focus groups, and other assessment efforts, opportunities for improvement in the University's Title IX response, programs and services.
- Provides ongoing consultation regarding Title IX and related federal and state requirements and the University's compliance program to the Board of Directors, President, Provost, Vice President of Student Affairs, Dean of Students, Chief of the JCU Police Department, Assistant Vice President of Human Resources, Director of Athletics and Recreation and others as appropriate.
- Regularly reviews University policies and procedures to ensure compliance with federal, state and local laws and regulations. Oversees the development and monitoring of all Title IX related University policies and implementation of grievance procedures as appropriate.
- Maintains up-to-date knowledge and information regarding Title IX law, regulations, and regulatory guidance, as well as best practices.
- Acts as the University contact with relevant external and regulatory agencies as to Title IX compliance.
- Develops and maintains content for a University Title IX webpage.
- Provides periodic and annual reports as appropriate.
- Regularly attends Title IX education programs to ensure compliance with Title IX investigative standards and continuously identifies and integrates best practices as they relate to Title IX processes.
- Performs other duties as assigned.

### **Qualifications**

- Master's or Law degree strongly preferred.
- 5 years of investigative, risk management, human resources and/or student life experience in a higher education setting.
- Highly developed communication skills (written and verbal) and organizational skills.
- Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies including students, faculty and staff.
- Demonstrated knowledge of and ability to interpret Title IX law, as well as relevant Dear Colleague Letters from the federal Office of Civil Rights and the Department of Education, and related federal and state regulations and guidance, including The Clery Act and FERPA, and equal opportunity and non-discrimination laws and regulations.
- Working knowledge and experience with higher education best practices and institutional policies and issues involving sexual harassment; sexual assault; relationship violence; and sex discrimination.
- Working knowledge of higher education climate and institutional policies and issues involving student conduct, fraternities and sororities, athletics and other student organizations.
- Demonstrated ability to exercise independent and mature judgment, maintain objectivity and safeguard confidential and sensitive information.
- Experience in effectively supervising others.
- Ability to foster positive relationships with diverse constituencies.
- Must have a sense of urgency in approaching responsibilities in light of Title IX law and guidance.
- Demonstrated understanding and support of the University's Jesuit Catholic mission, vision and core values.

**To apply for this position, please visit <https://jcu.peopleadmin.com/postings/762>.**