

University of Idaho

Civil Rights Investigator

Location: Moscow

Division/College: Student Affairs

Employee Category: Exempt

Pay Range: \$44,949 - \$56,930

Full/Part Time: Full Time

Position Summary:

The investigator provides administrative, educational, intellectual and compliance leadership to the Dean of Students Office's efforts around investigating alleged violations of the Student Code of Conduct. The core responsibility of the investigator is to conduct investigations around issues of sexual harassment, sexual violence, related sexual misconduct, hazing, academic misconduct, and other significant violations of the Student Code of Conduct. Additionally, this position will assist with educational outreach efforts for students, faculty, and staff across the University of Idaho. This position requires the ability to maintain a high level of equanimity, confidentiality, and discretion in all situations and circumstances. This is a 12-month, professional appointment reporting to the Dean of Students and/or his/her designee.

Minimum Qualifications:

- Bachelor's degree in a related field and 3-5 years of relevant professional experience
- Experience conducting investigations alleging discrimination, harassment, or sexual violence
- Experience providing assistance to survivors of sexual violence and domestic violence
- Knowledge of FERPA , Title IX, Violence Against Women Act (VAWA ) , HIPAA , and other applicable laws and guidance as they pertain to sexual misconduct on college campuses
- Demonstrated ability to manage caseload of multiple investigations simultaneously
- Demonstrated ability to write concise, logical, and analytical reports
- Ability to act independently, take initiative, and exercise sound judgment

Preferred Qualifications:

- Graduate degree in higher education administration, student services, counseling, social work, law degree or related field, or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Experience in civil rights model investigations
- Experience with trauma informed investigations
- At least two years of experience working with victims of gender-based discrimination, harassment, or violence
- Demonstrated ability to collaborate during investigative process with multiple departments and agencies

- Excellent interpersonal skills, including the ability to communicate confidential and difficult/sensitive information and to demonstrate compassion and sensitivity when interacting with parties and witnesses

Physical Requirements & Working Conditions:

Posting Number: SP001044P

Posting Date: 07/19/2016

Closing Date: 8/16/2016

Open Until Filled: No

Special Instructions:

Background Check: Applicants who are selected as final possible candidates may be required to pass a criminal background check.

To apply, please visit: <http://apptrkr.com/847075>

EEO Statement

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