

Title IX Officer
San Jose State University

Job ID: 23675
Full/Part Time: Full time
Regular/Temporary: Regular
Job Code: 3312
Department: Office of Diversity and Inclusive Excellence

About the Position

The successful candidate for the position of Title IX Officer will be responsible for the management of the comprehensive Title IX Program, as well as ensuring campus-wide implementation of and compliance with California State University Executive Orders 1095, 1096, and 1097, or any superseding executive order, state and federal Title IX laws, and all other applicable CSU, state and federal laws and policies.

The Title IX Officer is the campus subject matter expert on Title IX programmatic activities regarding training, education, communication, complaint procedure administration, investigations, and best practices. The Title IX Officer has authority across all campus-based divisions and programs and, with the Chief Diversity Officer, is responsible for the development and implementation of campus policies and procedures, as well as the interpretation of Title IX laws and policies. The incumbent will be responsible for campus wide Title IX education and communications, as well as the administration of complaint processes and procedures.

The Title IX Officer will conduct and/or coordinate investigations of complaints received pursuant to Title IX, ensuring a timely, thorough, impartial, and equitable process for all parties. The position must be committed to the principles of due process, fairness and respect.

Responsibilities include but are not limited to the following:

Policy and Procedure Development and Management

- In collaboration with the Chief Diversity Officer, develop and implement campus-wide Title IX policies and procedures that address both the spirit and the letter of the law.
- Develop strategic initiatives; assess the effectiveness of campus efforts related to Title IX and implement corrective measures and solutions, as appropriate.
- Communicate all policy and procedure information to campus.
- Ensure policies are adhered to while also ensuring procedures are followed as outlined.
- Interpret and apply Title IX laws and policies to ensure compliance.
- Ensure knowledge of Title IX laws and policies, and modify campus policies and procedures as appropriate.
- Lead committees, as appropriate, to support Title IX initiatives and compliance

Training, Education and Communications

- Develop and deliver campus-wide training, education, and preventive measures in the areas of sex discrimination, sexual harassment, sexual misconduct, dating or domestic violence, and stalking for students, staff, and faculty.
- Monitor, supervise, and oversee trainings for students, staff, and faculty regarding Title IX (e.g., employee obligations).

- Communicate all applicable Title IX information to appropriate parties.
- Develop informational materials to be distributed to the campus community.
- Develop and maintain content for the Title IX website; ensure all appropriate policies, procedures and documents are easily accessible and up-to-date.

Consultation and Investigation

- Receive and process all Title IX related inquiries and complaints from students, staff, faculty and third parties in a timely manner.
- Monitor, supervise, and oversee all complaints of sex discrimination, sexual harassment, sexual violence, dating or domestic violence, and stalking.
- Conduct investigations and/or assign investigations to campus Title IX Deputies and/or investigators, as appropriate, ensuring the timely completion and resolution of all investigations.
- Prepare and/or review investigation reports, containing the following: allegations, investigation procedures, preponderance of evidence standard, findings of fact, analysis and conclusion.
- Ensure that appropriate sanctions, strategies or recommendations are imposed for the resolution of complaints; work directly with disciplinary decision-makers.
- Facilitate reasonable interim measures and remedies, if requested and available to victims/ complainants.
- Conduct assessment, write reports, and conduct analysis of statistics related to Title IX.
- Produce annual statistical reports and Clery Reports regarding Title IX.
- Monitor and report on trends and issues.
- Lead a case management team responsible for coordinating and monitoring reports and investigations.

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