

**Title IX/Civil Rights Investigator**  
**Office of Institutional Equity and Diversity**  
Full Time

The Title IX/Civil Rights Investigator will assist in investigating and resolving complaints involving administrators, faculty, staff, students or visitors to campus related to Title IX and Anti-harassment policies and procedures including complaints related to sexual misconduct, sexual harassment/discrimination, gender-related violence (including stalking and intimate partner violence), and protected class discrimination/harassment and/or related retaliation. This individual will work closely with the campus policies noted above to conduct investigations, conduct prompt and thorough investigations; act as a neutral party and provide detailed, unbiased reporting regarding the findings of any investigations.

The Title IX/Civil Rights Investigator reports to the Coordinator of Institutional Equity and Diversity who has primary responsibility for the administration of overseeing the University's response to affirmative action/equal opportunity and Title IX reports and complaints; identifying and addressing any patterns or systemic problems revealed by such reports and complaints, and overseeing and coordinating compliance with Title IX.

**Primary Responsibilities**

- Investigate complaints of sexual misconduct, sexual harassment, gender-related violence including stalking and intimate partner violence, and protected class discrimination and harassment and related retaliation
- Conduct prompt, equitable and impartial administrative investigations into complaints including identifying, and interviewing parties and identifying, gathering and assessing information relevant to the investigation, applying relevant policies and make findings of fact in individual cases
- Actively foster and maintain a campus climate that is supportive of faculty, staff, students, and visitors and which is respectful of difference
- Develop and maintain relationships and clear lines of communication with campus and community constituents; collaborate with on and off campus resources in resolving complaints and work with the Coordinator of Institutional Equity and Diversity/Title IX Coordinator to ensure that the University's processes, responses and policies are consistent with federal and state laws and regulations related to compliance with Title IX and non-discrimination laws

**Required Qualifications:**

- Bachelor's degree
- Two years of professional experience conducting investigations or a minimum of 1 years' experience and/or comparable competencies, knowledge, skills and abilities in the areas of EEO/Affirmative Action, student conduct, human resources or higher education administration
- Demonstrated knowledge of Title IX, nondiscrimination laws or EEOC, or closely related area through work experience and/or an educational setting

- Exceptional oral and written communication skills; with the ability to listen well and demonstrate sensitivity and respect for individual needs
- Excellent customer service skills, with a commitment to work as part of a University-wide community to resolve complaints in a neutral and sensitive manner
- Experience that demonstrates sound judgment, problem-solving skills and the ability to manage highly sensitive and confidential information
- Excellent organizational and time management skills
- Adaptability and the ability to work independently with minimal supervision while meeting established deadlines
- Demonstrated commitment to diversity and success in working with diverse constituencies, (preferably both domestic and international) to support an equitable and an inclusive campus environment

**Application Deadline:** To ensure full consideration, application materials must be received by **August 5, 2016**. The position is available immediately and will remain open until filled.

**To Apply:** Submit the following items at

<http://agency.governmentjobs.com/semoedu/default.cfm>

- Letter of interest addressing position requirements
- Current resume
- Name and contact information of three professional references