

**Title IX/EO Investigator
Human Resources Office
South Dakota State University**

SDSU is seeking a highly-motivated, detail-orientated, and organized individual to assist the Title IX/EO Coordinator with investigating complaints and support a culture that is free from harassment and discrimination. This is a 12-month, full-time position. SDSU actively seeks to increase social and intellectual diversity among its faculty and staff. Women, minorities, veterans, and people with disabilities are especially encouraged to apply.

Responsibilities:

The responsibilities are critical to the maintenance of compliance with Title IX, Title VII, Equal Opportunity and Affirmative Action legislation, regulation, and case law. The Title IX/EO Investigator provides support to the Title IX/EO Coordinator by conducting harassment and discrimination related investigations, maintaining investigation documentation, assisting with the implementation of University-wide training, and collaborating with constituents across SDSU.

MINIMUM QUALIFICATIONS:

- Bachelor's degree by start date plus a minimum of 2 years related experience in a higher education field.
- Demonstrated organizational and time management skills with the ability to multi-task.
- Excellent analytical skills with the ability to make high-level decisions.
- Ability to work effectively with students, faculty, staff, and administrators.
- Demonstrated effective written, oral, and interpersonal communication skills.
- Demonstrated computer skills with the ability to implement new technologies to improve workflows.
- Ability to investigate situations in a neutral, unbiased manner.
- Presentation and facilitation skills.

PREFERRED QUALIFICATIONS:

- Graduate degree in Human Resources, Student Affairs, Criminal Justice, Counseling, Sociology, or closely related field.
- At least two years prior higher education experience working with students.
- Experience conducting harassment and/or discrimination complaint investigations.
- Knowledge of Title IX/EO regulations.
- Experience implementing the requirements of Title IX, preferably in conjunction with Equal Opportunity and/or gender diversity.
- Strong project management, organizational, and analytical skills.
- Demonstrated ability to use discretion and good judgment, maintain confidentiality, and work under multiple deadlines.
- Demonstrated ability to conduct an investigative interview using proactive listening skills and thorough questioning techniques.

SALARY:

Commensurate with education, experience, and internal equity.

UNIVERSITY/COMMUNITY:

SDSU offers South Dakota's most comprehensive range of academic offerings and is the state's largest institution of higher education with an enrollment of approximately 13,000 students with approximately 1,350 graduate students. As a land grant university, SDSU builds on a tradition for serving South Dakota by developing responsible global leaders as evidenced by 95 percent of our students successfully entering the job market, graduate school, or internships and fellowships following their graduation.

SDSU is located in Brookings, South Dakota, a community of approximately 22,100 near the east central border of South Dakota on Interstate 29. The city has an excellent K-12 education system, is accessible to major medical facilities, has an active cultural and social environment, and has numerous lakes and parks within driving distance. It is 50 miles north of Sioux Falls, a city of close to 150,000.

APPLICATION DEADLINE:

Position is open until filled with full consideration given to applications received by August 3, 2016.

APPLICATION PROCESS:

SDSU accepts applications through an on-line employment site. To apply, visit: <https://yourfuture.sdbor.edu>, search by the position title, view the job announcement, and click on "apply for this posting." The system will guide you through the electronic application form. The employment site will also require the attachment of a cover letter, which should specifically address how the candidate meets the qualifications as outlined in the advertisement; resume; and a reference page with the contact information for three professional references. Please contact SDSU Human Resources at (605) 688-4128 if you require assistance with the electronic application process. Email applications will not be accepted.

Any offer for employment is contingent on the University's verification of credentials and other information required by law and/or University policies, including but not limited to, a criminal background check.

For questions on the position, please contact Wendy Dailey, Search Committee Chair, at (605) 688-4136 or Wendy.Dailey@sdstate.edu.

South Dakota State University is committed to affirmative action, equal opportunity and the diversity of its faculty, staff and students. Women, minorities, veterans, and people with disabilities are encouraged to apply. Arrangements for accommodations required by disabilities can be made by emailing HR@sdstate.edu. SDSU prohibits discrimination on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, marital status, pregnancy, sexual orientation, age, disability, veteran's status or any other protected class in the offering of all educational programs and employment opportunities. Individuals with concerns regarding discrimination should contact: Equal Opportunity Officer/Title IX Coordinator, Human Resources, Administration 100, SDSU, Brookings, SD 57007. Phone: (605) 688-4128.