

## **East Carolina University**

### **OED Report and Response Case Manager**

**Vacancy #: 002205**

**Salary Range: Commensurate with Qualifications**

**Closing Date: Open until Filled**

The Report and Response Case Manager will assist the Director of Equal Opportunity and Title IX in the creation and implementation of a Title IX compliance plan including developing initiatives, delivering and/or coordinating education and training offerings, and promoting awareness of gender equity and sex discrimination across the University.

The Report and Response Case Manager will report to the Director of Equal Opportunity and Title IX in the Office for Equity and Diversity (“OED”) and is responsible for the following job duties and responsibilities.

- Stay abreast of current and emerging regulatory obligations and develop plans of action for remaining in compliance with federal and state laws and regulations.
- Develop and implement surveys, focus groups, and other assessment methods to identify opportunities of improvement in the University’s Title IX programs and services and monitor campus climate. Collaborate with University stakeholders to implement recommendations made from climate assessments.
- Assist with the management of the University’s Sexual Misconduct Response Team and other related Title IX Committees.
- Complete and track all anonymous crime reports for reports received by OED and submit them to the Clery Compliance Coordinator for the University.
- Implement interim and protective measures and other intervention and support measures for parties to address the needs of a diverse community on sensitive topics.
- Provide information regarding the OED resolution processes to parties, witnesses, support persons, attorneys, and others.
- Assist in development of protocols, procedures, and policies.
- Provide education and training to students, faculty and staff on issues of prohibited discrimination or harassment, including sexual harassment and sexual violence, as assigned.
- Create, implement, and revise online educational modules consistent with University policy and federal and state laws. Track completion of those modules.
- Create awareness materials, including but not limited to, brochures, pamphlets, etc.
- Design and implement other campus initiatives for regulatory compliance.
- Collaborate with key partners in the University community (i.e., Dean of Students, Office of Student Rights and Responsibilities, ECU Police Department, Human Resources, Office of Internal Audit), as appropriate.
- Interaction with and development of relationships with K-12 partners and working with minors affiliated with the University.
- Provide other services as assigned.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in a related field including, but not limited to counseling, social work, higher education, or student affairs. All degrees should be from appropriately accredited institutions.
2. Demonstrated experience in writing complex plans and/or project management.
3. Evidence of excellent written and oral communication, organizational skills, and human relations/interpersonal skills.
4. Evidence of ability to manage several projects at once with a strong attention to detail and follow-through.
5. Experience working with students in a higher education environment.

Preferred Experience:

1. Masters or other Advanced Degree
2. Experience interpreting and applying Title IX regulations in a higher education setting.
3. At least 3 years of experience in equal opportunity, civil rights, or employment law.
4. Knowledge and/or experience working with minors in the K-12 setting.

East Carolina University requires applicants to submit a candidate profile online in order to be considered for the position. Applicants should submit (1) a cover letter that outlines how their experience and qualifications specifically align to this position, (2) a curriculum vitae/resume, and (3) a list of three references, including contact information, online.

Additionally, applicants should arrange for three letters of recommendation that speak directly to their qualifications for this position to be submitted directly to:

Search Committee Chair  
East Carolina University  
Office for Equity & Diversity  
Old Cafeteria Bldg Suite G406  
Greenville, NC 27858

**Additional Instructions to Applicants:**

Applicants must complete a candidate profile or staff application (see "Application Types Accepted" below) online via the PeopleAdmin system. In addition, applicants must submit the documents requested in order to be considered for the position.

**Application Types Accepted:**

Candidate Profile (EHRA only)

Applications will be considered until position is filled. Please submit an online ECU application for vacancy #002205 to ECU Human Resources at [www.jobs.ecu.edu](http://www.jobs.ecu.edu).

East Carolina University is an Equal Opportunity/Affirmative Action Employer.