



Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600 acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located on the Boardwalk, just steps from the beach. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences and professional education. Founded in 1969, Stockton held its first classes in 1971 and is planning its 50th anniversary. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu

Investigator

Reporting to the Chief Officer of Institutional Diversity and Equity and working with the Office of Human Resources and the Office of Institutional Diversity and Equity, the Investigator will effectively investigate alleged violations of campus policies and procedures, including but not limited to discrimination, harassment, retaliation, and workplace misconduct. The Investigator will serve as a campus resource on Title IX, other types of prohibited discrimination and workplace misconduct matters and collaborate with others in developing and delivering discrimination and workplace misconduct prevention programs. The Investigator also may conduct investigations under supervision of the Office of General Counsel.

The essential functions of this new position include, but may not be limited to:

Investigations into complaints alleging discrimination and workplace misconduct

- Manage an investigation caseload that includes fact-based investigations into complaints alleging discrimination, including but not limited to sexual harassment and other forms of discrimination, Title IX-related VAWA claims such as dating and domestic violence and stalking.
- Manage an investigation caseload that includes fact-based investigations into alleged workplace misconduct.
- Serve as a Lead Administrative Title IX investigator in resolving complaints of sex discrimination and sexual misconduct.
- Conduct interviews of parties and relevant witnesses; gather evidence; record findings of fact; and where appropriate confidential draft investigative reports, make credibility assessments, and propose recommendations.
- Inform impacted parties of their rights and communicate with complainant advocates and respondent advisors, while protecting the independence, integrity, and confidentiality of the investigation.
- Follow established processes for investigating complaints of discrimination and workplace misconduct.
- Ensure a well-documented investigation process; maintain accurate and thorough records and notes of investigation process.
- Act as a neutral fact-finder through all aspects of investigation and ensure a prompt, fair and neutral process for all parties.
- May be required to testify in internal and/or external appeal or hearing processes, as appropriate.

Report writing, case management, and tracking of complaints alleging discrimination

- Prepare comprehensive, detailed written confidential reports of findings and conclusions based on evidence gathered and relevant University policy and, as appropriate, other relevant primary and secondary sources.
- Evaluate all the evidence gathered during the fact-finding investigation, including supporting documents related to each investigation.
- Prepare investigative file and report for review by the Chief Officer for Institutional Diversity and Equity and for the Associate Vice President for Human Resources, as appropriate.
- Assist with the preparation and maintenance of statistical, demographic, and subject matter data related to discrimination and workplace misconduct complaints and trends.
- Collaborate and consult with the Chief Officer for Institutional Diversity and Equity and the Associate Vice President for Human Resources, as appropriate, to ensure an efficient and effective response to reports and complaints.
- Serve as a member on the Title IX Practitioners Group and the Title IX Investigators Group.
- Assist in other duties relevant to the work of the Office of Institutional Diversity and Equity or the Office of Human Resources, as assigned.
- May serve on various other related committees.

Education and Prevention Programs

- Independently or in collaboration with others develop and deliver discrimination/harassment, including Title IX, and workplace misconduct prevention programs.
- The ability to support Stockton University's diversity commitment and strong student-centered vision and mission.

Required Minimum Education and Years of Experience

- Master's degree, J.D. degree (law degree), or equivalent educational credentials.
- Minimum of 3-5 years' of recent and professional experience conducting investigations related to discrimination, harassment, retaliation, and workplace misconduct.

Required Minimum Qualifications

- Work collaboratively and professionally across multiple constituencies.
- Knowledge of nondiscrimination laws and compliance regulations including Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and other state and federal employment laws.
- Proven recent experience conducting discrimination, Title IX, and other workplace misconduct investigations.
- Proven experience in researching and utilizing appropriate policies, laws, codes, and guidance to conduct fact-finding investigations.
- Superb written and oral communication skills, including skill in writing concise, logical analytical reports to convey issues presented during fact-finding investigations.
- Excellent judgment with the ability to manage highly sensitive and confidential information.
- Excellent interpersonal skills, including the demonstrated ability to listen well and demonstrate sensitivity to and respect for individual needs.
- Strong organization and planning skills.
- Strong analytical and critical-thinking skills and the ability to assess and negotiate complex, highly sensitive situations.
- Strong skills in the areas of problem solving and effective interviewing.
- Technologically proficient, including the use of laptop, I-pad, desktop, and office software and technologies.

Preferred Qualifications

- Experience working in a higher education setting.
- ATIXA-trained Title IX investigator certification beyond Level 1 or equivalent level of training.

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Screening of applications begins immediately and will continue until the position is filled.

To apply please visit: <https://stockton.hiretouch.com>. Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF.

- 1.) A letter of interest describing specific skills and experiences
- 2.) A current résumé or curriculum vitae
- 3.) A list of three professional references (included in the application): Name, Organization, Email address and Telephone

- All offers of employment are contingent upon a favorable background check.
- Individuals with disabilities desiring accommodations in the application process should contact: Sharon Hunt, Recruitment Manager at 609-652-4384.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) available at <https://www.stockton.edu/police/documents/crime-stats/2018AnnualReport.pdf>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. If you would like a paper copy of the report, please visit the Stockton University Police Department, building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or call 609-652-4390, to request that a copy be mailed to you.
- Stockton University is an equal opportunity institution encouraging a diverse pool of applicants, visit; http://www.stockton.edu/affirmative_action. Additionally, pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (i.e., which includes but is not limited to the prohibition of sexual misconduct and relationship violence, including sexual assault and harassment) in all of its educational programs and activities.