

Position Title: Director of Title IX Compliance
Position Number: 086171
Department: Office of Title IX Compliance – 285000

Description of University:

Appalachian State University, in North Carolina's Blue Ridge Mountains, prepares students to lead purposeful lives as global citizens who understand and engage their responsibilities in creating a sustainable future for all. The transformational Appalachian experience promotes a spirit of inclusion that brings people together in inspiring ways to acquire and create knowledge, to grow holistically, to act with passion and determination, and embrace diversity and difference. As one of 17 campuses in the University of North Carolina system, Appalachian enrolls about 19,000 students, has a low student-to-faculty ratio and offers more than 150 undergraduate and graduate majors.

Minimum Qualification:

- J.D., Masters, or Advanced degree in human resources, student development, higher education administration or other relevant discipline is highly desirable; a Bachelor's degree with an equivalent combination of relevant education and experience may be substituted.
- Demonstrated experience conducting investigations of harassment, discrimination and/or retaliation involving students, employees and/or contractors.
- Demonstrated understanding of Title IX regulatory and enforcement guidance, and legislative initiatives.
- Demonstrated understanding and sensitivity towards experiences and expressions of trauma caused by sexual violence and harassment.
- Superior interpersonal and cross-cultural communication skills; superior writing skills; superior presentation skills; superior ability to articulate oneself in a clear and concise manner to small, large and diverse audiences.
- Strong prioritization, analytical, and organizational skills.
- Experience organizing and conducting workplace discrimination or harassment investigations, Title IX investigations or other civil rights investigations, preparing concise and cogent written analyses of complaints, and making recommendations for management action.

Preferred Qualifications:

- Three to five years of direct supervisory experience.
- Demonstrated leadership in a fast-paced university office.

License/Certification Required: N/A

The primary purpose of this position is to serve as the University's Title IX Director, ensuring compliance for all facets of the institution in association with Title IX of the Education Amendments Act of 1972, the Violence Against Women Reauthorization Act of 2013, and other federal and state laws and mandates.

Essential Duties and Responsibilities:

- Supervise the Office of Title IX Compliance, including supervising full-time Title IX investigators, program specialists, and other staff.
- Supervise investigative efforts under Title IX, including ensuring prompt, equitable, and impartial investigations.
- Coordinate with the Office of the Dean of Students, the Office of Human Resources, and the Office of Academic Affairs regarding emerging concerns.
- Serve as Title IX Coordinator for The Academy at Middle Fork.
- Provide active and ongoing education and training to the campus community.
- Maintain accurate records for all Title IX reports.
- Develop and maintain policies, procedures, and practices to ensure institutional compliance.
- Report to and support the vice provost for faculty affairs.

Physical Demands of Position: Typical physical demands of a professional position at the university.

Special Instructions to Applicants: Please attach required documents:

- Detailed cover letter.
- Resume.
- List of 3 to 5 professional references with contact information.

AA/EEO Statement: Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

Diversity and Inclusion at Appalachian: We at Appalachian State University are committed to diversity, equity, and inclusive excellence both locally and globally. Inclusive Excellence is the intrinsic value that a diverse population adds to the learning, teaching, and decision-making processes of an institution.

We understand that the successful implementation of diversity, equity, and inclusive excellence is the responsibility of the entire university community, including alumni and official university governing bodies. A diverse campus community supports an influx of broad and distinct ideas that increase learning opportunities and strengthen the impact of our community as we work collectively to achieve a just experience for all.

We actively encourage, support, and promote a global mindset and an equitable environment where all will know that they belong and are safe to express their culture, identity, values, ideas, opinions, and creativity. We are committed to creating a culture of equity opportunity for all, one that has an expectation of fairness, justice, and equity-minded practice at all levels of the university community.

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