

BYU-Hawaii

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Posted 20 Days Ago

Full time

R0011150

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Job Summary

This position is responsible for the administration of BYU-Hawaii's Title IX programs, under the supervision of the Vice President of Student Services, and to ensure that students, faculty and staff understand and comply with university policies and procedures related to Title IX as well as federal and state laws.

Primary Responsibilities

01. Participate and conduct policy reviews for Title IX related policies, 02. Serve as a Student Development Committee member and Student Leadership Scholarship Committee member, 03. Investigate allegations of sexual misconduct, 04. Maintain Title IX log and Maxient files, 05. Offer assistance and accommodations to students involved in sexual misconduct, 06. Assist with policy drafting and implementation on issues related to Title IX, 07. Conduct Title IX trainings; plan and execute student education and outreach events related to Title IX, 08. Conduct Title IX investigations

Job Details

Job Description Summary: This position is responsible for the administration of BYU-Hawaii's Office of Honor and Title IX programs, under the supervision of the Vice-President of Student Services, and along with the Title IX Coordinator, and to ensure that students, faculty and staff understand and comply with university policies and procedures as well as federal and state laws.

Competencies:

1. Confidentiality: Can be trusted to use discretion in dealing with customers and fellow employees; maintains confidentiality of information or materials appropriate to position
2. Communication: The efficient transmission and receipt of thoughts and ideas that enable and enhance leadership. Equal importance given to listening, speaking, writing, and critical reading skills. Interactive, allowing one to perceive problems and situations, provide concise guidance, and express complex ideas in a form easily understood by everyone. Allows subordinates to ask questions, raise issues and concerns and venture opinions. Contributes to a leader's ability to motivate as well as counsel.
3. Ethical conduct: Contributing to maintaining the integrity of the organization; displaying high standards of ethical conduct and understanding the impact of violating these standards on the organization, self, and others; is trustworthy.
4. Decision making: Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
5. Composure: Works well under pressure; responds appropriately to stressful/emergency situations; approaches tasks with patience and firmness; is consistent in behavior.

Critical Functions:

1. Recognizes and points out potential areas of equal employment or diversity problems, examines equal opportunity complaints to clarify issues, and meets with personnel involved to counsel, arbitrate, and settle disputes.
2. Conducts investigations on own initiative or on request of management.
3. Writes case reports.
4. Prepares report of findings and makes recommendations for corrective action.
5. Verifies or documents alleged violations of law, such as failure to post notices, process grievances, or correct ethnic or other imbalances, conferring with supervisory personnel.
6. Other duties as assigned.

Qualifications:

Education: Bachelor's Degree (Master's Degree preferred) ^{1*}
 Experience: One-year relevant experience
 Licenses/Certifications: (Counseling or MSW preferred)

Physical requirements

Air conditioned office environment with minimal physical effort required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education

Bachelors, Masters

License/Certifications

Experience

One year relevant experience

About Us



Aloha!

Welcome and thank you for your interest in a career at BYU-Hawaii. We offer a variety of employment opportunities, a competitive employment package and an attractive work environment that supports diversity and excellence. Whether you are a current employee of BYU-Hawaii or contemplating joining us, we hope you will find information and services that will help to enhance your personal and professional life.

BYU-Hawaii, an equal opportunity employer, is owned and operated by the Church of Jesus Christ of Latter-day Saints. Personal adherence to the principles and standards of the Church is required of each University employee, including the BYU-Hawaii Honor Code and Dress and Grooming standards. LDS employees also accept as a condition of employment the standards of conduct consistent with qualifying them for temple privileges. Preference is given to LDS applicants, as authorized under Title 41 CFR § 60-1.5 (a)(6). In accordance with the Immigration Reform and Control Act, applicants selected for employment must be eligible to work in the United States before beginning employment.

Equal Opportunity BYU-Hawaii does not unlawfully discriminate on the basis of race, national origin, age, color, sex, disability, veterans status, or any other characteristic protected by local, state or federal laws, rules or regulations. BYU-Hawaii's commitment to equal opportunity includes and applies to:

- Recruiting, hiring, and training
- Upgrading, promoting, and transferring
- Discipline, layoff, and termination
- Conditions and privileges of employment
- Compensation and benefits