Job Title: Title IX Investigator
Job ID: 25295
Full/Part Time: Full-Time
Regular/Temporary: Regular
Job Code: 3312/Grade 1
Department: Office of Diversity

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Compensation
Classification: Administrator II
Salary Range: Commensurate with experience
FLSA status: Exempt

San José State University offers employees a comprehensive benefits package typically worth 30-35% of your base salary. For more information on programs available, please visit sjsu.edu/up.

About the Position
The Title IX Investigator is responsible for conducting investigations pertaining to Title IX discrimination, harassment, and retaliation complaints, pursuant to California State University Executive Orders 1095, 1096, and 1097, or any superseding executive order, state and federal Title IX laws, and all other applicable CSU, state and federal laws and policies. The Investigator will produce comprehensive reports and appropriate correspondence regarding the investigation and will also assist with post-investigation follow-up with affected students and/or employees/department/division.

Responsibilities include but are not limited to the following:

- Thoroughly investigate Title IX claims of discrimination, harassment, and retaliation in a fair, impartial and timely manner.
- Determine appropriate witness and evidence for complaints and investigations.
- Analyze information and determine outcomes based on the preponderance of evidence standard.
- Draw conclusions, analyze trends and make recommendations for change.
- Stay current on applicable Federal and State laws and trends in litigation, as well as CSU and SJSU executive orders and policies.
- Prepare investigatory reports, summarize findings and recommend actions and/or changes.
- Prepare regular reports to analyze investigatory actions over a specified period of time.
- Prepare applicable campus and system-wide reports.
- Develop and deliver Title IX in-person training for campus faculty, staff and students, as appropriate.
- Address complaints utilizing an informal resolution process when appropriate.
- Communicate appropriate investigatory information to senior management and the campus community when necessary.
To apply, please visit: http://www.sjsu.edu/hr/careers/jobs and search for Job ID: 25295.

**Equal Employment Statement:**
SJSU is an Equal Opportunity Affirmative Action employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability.

*It is the policy of SJSU to provide reasonable accommodations for applicants with disabilities who self disclose.*