Title IX Coordinator at The University of Texas at El Paso

Job Opening ID: 4734

Salary commensurate with experience.

A resume, Letter of Interest, and list of 3 professional references are required in order to apply.

Please combine all documents into a single, PDF, Resume-Attachment to be considered.

Purpose of Position

Oversees the University’s compliance and educational efforts with regards to Title IX of the Higher Education Act of 1964 as amended in 1972, as well as other laws and rules and University policies related to sexual harassment, sexual misconduct, gender and interpersonal violence, sexual assault, and related policy violations. Develops and implements educational programs regarding sex based discrimination to include sexual harassment prevention. Ensures faculty, staff and students understand their rights and, where applicable, responsibilities under the law.

Essential Functions

Educates and informs the campus community regarding Title IX rights and responsibilities; collaborates with campus departments, organizations, and advisory groups to develop and implement Title IX or sex based training programs.

Conducts prompt, thorough, fair and impartial Title IX investigations.

Oversees and coordinates all aspects of Title IX complaints, investigations, response and resolution of reports affecting students, staff, and faculty while ensuring the investigation, recommendations are adequate, reliable, confidential, and impartial and completed in a timely manner.

Assess and determine if a policy violation occurred. Reviews proposed sanctions before they are imposed to ensure that they are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

Trains, and oversees designated Deputy Title IX Coordinators across critical areas of the institution; ensures investigators, adjudicators and those involved with processing Title IX complaints comply with Title IX guidance.

Identifies systemic problems relating to complaints and in response determine whether campus-wide resources should be adopted, including review and revision of the University's sexual misconduct policies, increase monitoring, supervision or security at locations where reports of sexual misconduct occurred, and increase education and prevention efforts to targeted populations.

Collaborates and meets with leadership and campus constituencies to disseminate information, redesign processes, and support the University's investigative processes.

Designs and implements education programs on topics such as those promoting positive attitudes of sex, gender, gender expression, gender identity, and sexual orientation; promote understanding of consent and incapacity, as well as the prevention of sexual violence, intimate partner violence, stalking, and sexual harassment.

Conducts data-driven assessment of programs and services including campus climate surveys and reviews the results to adjust strategic initiatives accordingly.
Monitors changes in Title IX and other laws and rules, policies and procedures and provides guidance and leadership in reviewing and changing existing institutional policies and procedures.

Prepares and provides reports as necessary to comply with State and UT System requirements.

Manages Title IX budget.

Some travel will be required.

Other duties as assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws, including the supervision of a Title IX Investigator.

**Required Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree in related field, and eight years of related experience and/or training to the essential duties and responsibilities; or equivalent combination of education and experience.

**Preferred Qualifications**

Master's degree in higher education administration, law, social work, or related field, with at least 3 years of relevant, post-graduate work experience.

Excellent communication and presentation skills.

Bilingual (English/Spanish)

Experience should demonstrate a clear understanding of Title IX and related compliance issues as well as high-level analytical skills and ability to effectively manage multiple projects concurrently.

**EO/AA Statement**

The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services.

For best consideration, submit application documents to the UTEP website located at (position will remain open until filled): [https://www.utep.edu/human-resources/services/employment/staff-employment.html](https://www.utep.edu/human-resources/services/employment/staff-employment.html)