Intake/Supportive Measures Specialist
Logan, Utah

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Overview
Utah State University (USU) invites applications for a Supportive Measures Specialist in the Office of Equity—Title IX (Equity). Reporting to the Equity Director, the Supportive Measures Specialist will advise a diverse population of individuals who have experienced sexual misconduct or discrimination, or who are involved in a Title IX investigation. The Supportive Measures Specialist will be responsible for using trauma-informed principles while working to implement university supportive measures.

Responsibilities
The Intake/Supportive Measures Specialist will have a broad scope of responsibility in conducting intake and implementing appropriate accommodations for students in relation to affirmative action, equal opportunity, and Title IX. Specific responsibilities of this position include the following:

1. Use trauma-informed principles and practices to work with survivors of sexual misconduct or those who have experienced discrimination because of their membership in a protected class.
2. Provide supportive measures such as: seek academic record adjustments, financial aid or scholarship assistance; give class assignment, quiz, test, and attendance support; seek classroom schedule changes; arrange tutoring resources; request housing adjustments; locate alternative parking arrangements; re-arrange work schedules; and provide other supportive measures as needed.
3. Implement supportive measures with students or faculty involved in sexual misconduct or discrimination investigations.
4. Develop relationships with USU administration, staff, faculty, academic advisors, the Academic Success Center, Student Affairs, Financial Aid, Scholarship, Registrar, Sexual Assault and Anti-Violence Information (SAAVI), Counseling and Psychological Services (CAPS), USU Police, Campus Housing, Campus Recreation, Campus Parking, Student Health and Wellness, and others.
5. Maintain supportive measures requests and all other student records in compliance with university policies, procedures, and regulations.
6. Report to parties and involved faculty and staff supportive measures taken and track those reports.
7. Assist with outreach to faculty, staff, and students, including promoting student self-advocacy.
8. Manage student issues and answer questions from parties and involved faculty members that arise regarding supportive measures.
9. Maintain information and statistics on supportive measures provided by the office.
10. Exercise effective decision-making and consult with supervisors as needed.
11. Work with confidential and highly sensitive information.
12. Other duties as assigned.

Qualifications
Minimum Qualifications:

1. Bachelor’s degree in social work, psychology, education, or a related field plus two years’ related experience.
2. Knowledge of, and experience applying, trauma-informed practices and procedures.
3. Demonstrated experience working with confidential and sensitive issues and the ability to exercise discretion and good judgment.
4. Ability to provide high-level customer care to students, faculty, and staff under stressful circumstances.
5. Strong interpersonal, oral, and written communication skills.
6. Ability to work both independently and as a member of a team.
7. Ability to work effectively with a wide range of stakeholders and diverse populations.
8. Ability to be assertive and decisive with strong decision-making skills.
9. Ability to work under multiple deadlines and sensitive timelines.
10. Knowledge of, and ability to use, computer technology.

Preferred Qualifications:

1. Master’s Degree in social work, psychology, education, or a related field.
2. Experience working in academic advising within a higher education setting.
3. Experience advocating for, and implementing or supervising, supportive measures related to affirmative action, equal opportunity, Title IX investigations, and/or a related field.
4. Experience using Maxient or other case management system and Banner student information system.

Required Documents

Along with the online application, please attach:

1. Resume/CV to be uploaded at the beginning of your application in the candidate profile under “Resume/CV”
2. Cover Letter to be typed/pasted at the end of your application

**Document size may not exceed 10 MB.**

Advertised Salary

Commensurate with experience, plus excellent benefits

ADA

Employees work indoors and are protected from weather and/or contaminants, but not, necessarily, occasional temperature changes. The employee is regularly required to sit and often uses repetitive hand motions.

University Highlights

Utah State University (USU) was founded in 1888 and is honored to be Utah’s land-grant and space-grant university. USU is a Carnegie RU/H (Research University/High Research Activity) institution with
approximately 27,800 students (24,660 undergraduates and 3,140 graduate students) on the Logan main campus. Utah State's statewide system features eight campuses and 23 education centers and serves all counties in the state with Extension programs. USU offers 165 undergraduate majors, 138 graduate programs, and a variety of innovative stackable associate and certificate credentials. Washington Monthly ranked USU 14th in their national university rankings in 2019 and the 5th best public national university in the nation in 2018. As one of the two premier research institutions in Utah, USU is proud to provide a high-quality education at an affordable price. Additional information about Utah State University can be found here.

A core characteristic of USU is engagement with communities and people in economic development, improvements to quality of life, and human capital. Through the practical application of knowledge, the University and its faculty engage and share expertise with the state, nation, and world, preserving the historical land-grant tradition of partnering with communities to address critical societal issues in the interest of the public good.

The USU main campus is located in beautiful Logan, Utah; a city of about 50,000 situated in a picturesque mountain valley about 80 miles north of Salt Lake City. Outstanding recreational opportunities abound in the nearby mountains and proximate region.

USU recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the university’s academic mission of learning, discovery, and engagement. USU is an Equal Opportunity employer and does not discriminate in any of its programs and activities based on race, color, religion, sex, national origin, age, genetic information, sexual orientation or gender identity/expression, disability, status as a protected veteran, or any other status protected by University policy or local, state, or federal law (https://equity.usu.edu/non-discrimination).

The following individuals have been designated to handle inquiries regarding USU’s non-discrimination policies: Executive Director of the Office of Equity Alison Adams-Perlac, alison.adams-perlac@usu.edu, Old Main Rm. 161, 435-797-1266; Title IX Coordinator Hilary Renshaw, hilary.renshaw@usu.edu, Old Main Rm. 161, 435-797-1266.

For further information on the notice of non-discrimination, you may contact the U.S. Department of Education Office for Civil Rights, 303-844-5695, OCR.Denver@ed.gov.

Learn more at: https://equity.usu.edu/.

USU is sensitive to the needs of dual career couples and provides a Dual Career Assistance program to support careers for partners who are also seeking employment.