

UNIVERSITY OF DALLAS

Director of Civil Rights and Title IX

Job Number: 9558UD

Date Posted: August 7, 2020

(updated August 20, 2020)

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Director of Civil Right and Title IX who will be committed to fostering a campus environment free from sexual harassment and discrimination and will be responsible for the oversight of compliance requirements that falls under Civil Rights and Title IX. The Director will be responsible for oversight of alleged discrimination or sexual harassment, maintaining and tracking all statistics required by university policy as well as federal and state regulations.

The Director will serve as the campus Title IX Coordinator and provide Title IX-related consultation to senior officials as necessary; conduct prompt and thorough investigations; develop Title IX education and awareness programs; maintain training records; recommend policies and practices, and oversee the activities of campus Deputy Title IX Coordinator(s).

PRIMARY RESPONSIBILITIES

- Respond to and provide intake on alleged discrimination, sexual harassment, and sexual violence claims; investigate, interview and review documentation; compose formal internal reports, findings and analyses and make recommendations regarding further action; assist with the recommendation and implementation of corrective action plans stemming from investigative findings as needed.
- Advise on policy and procedure for non-discrimination and Title IX, prepare templates for investigations and reporting purposes, and track status of all current and past reports to maintain compliance standards.

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- Conduct investigations of alleged discrimination and harassment complaints in a prompt and effective manner. Ensure the integrity of investigations are maintained through appropriate discretion, confidentiality and a commitment to fairness and equity.
- Develop, schedule, communicate, facilitate, and track training programs for employees and students in conjunction with stakeholders across campus to ensure constituents are aware of their responsibilities, options, and resources. Ensure that university executives, Board of Trustees, Deputy Title IX Coordinator(s), as well as any individuals involved with discipline from areas such as the Provost Office, Student Affairs, and Human Resources are trained on necessary information, processes and applicable laws, as well as hearing officers.
- In Title IX Coordinator capacity, coordinate, monitor, and track Title IX efforts across the university, including but not limited to those undertaken in Student Affairs, Human Resources, Police Department, University Athletics and the Provost Office.
- Prepares and produces reports by researching, analyzing and summarizing information and trends for the university President as required by Texas law and coordinates submissions for Board of Trustees and other various reports.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Five years' experience in progressively responsible positions involving investigation and management of protected class status-based complaints.
- Knowledge of applicable laws, including Title VII, ADA, VAWA, Title IX, and related laws and regulations.
- Ability to deal confidentially and sensitively with subject matter requiring privacy and respect.
- Demonstrated ability to write concise, comprehensive, detail-driven investigative reports, including excellent analytical writing skills.
- Ability to travel to external agencies and other university locations to represent the campus and to attend training.

PREFERRED QUALIFICATIONS

- Juris Doctor or other advanced degree in a related field.
- Prior experience as a Title IX Coordinator in an academic setting, as is experience conducting training on relevant topics.
- Knowledge of trauma-informed practices and demonstrated ability to work effectively with survivors of assault.

ADDITIONAL INFORMATION

- Irregular hours such as nights and weekends will be required for student events/reports.

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BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.