

## **DIRECTOR FOR TITLE IX, EQUITY & COMPLIANCE**

Reporting to the President, the Director for Title IX, Equity & Compliance is responsible for the oversight, implementation, and management of the University's policies, procedures, response, investigation and compliance efforts related to sexual harassment, sexual misconduct, gender and interpersonal violence, other forms of sex- and gender-based misconduct and retaliation. The director maintains compliance processes that are clear and accessible to UArts community members, and also oversees related training programs of faculty, staff and students. Key among responsibilities is devising, coordinating, and stewarding efforts to educate, define, understand, foster and cultivate a culture of equity and diversity at the University of the Arts. This position holds a key role in the University's overarching diversity, equity, inclusion work, serving as a member on the University's standing DEI Taskforce to collaborate across units on outreach efforts that best cultivate a safer and more equitable learning, living and working environment.

### **MAJOR RESPONSIBILITIES:**

- Ensures compliance with a variety of Federal and State laws, including but not limited to Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (the "Clery Act"), and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), and other applicable federal and Pennsylvania state laws.
- Maintains current knowledge of federal and state law and regulations, and best practices within higher education related to harassment and other discriminatory practices, and recommends changes to University policies to ensure compliance with federal and state law and regulation.
- Monitors outcomes, identifies and addresses any patterns, and assesses effects on the campus climate, and makes recommendations for the University to proactively address Title IX concerns and enhance policy effectiveness while ensuring that the University is in compliance with Title IX regulations.
- Maintains secure records of all complaints and investigations and serves as the central resource for all harassment/misconduct allegations.
- Fosters the visibility of Title IX, Equity & Compliance initiatives on campus, communicating regularly and clearly to the campus community about work to advance equity on campus and the resources available to individuals who have questions or concerns.
- Coordinates the activities of the University's Title IX Deputy Coordinators and collaborates with the Title IX Deputy Coordinators to foster a strong and cohesive team. Reviews internal systems and policies to ensure that concerns brought under Title IX are addressed promptly, responsively, and appropriately, in keeping with federal guidance and University policy.

- Ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.
- Develops, implements and oversees regular training for faculty and staff on Title IX, equity and compliance, including their rights and obligations under Title IX with respect to appropriate response to reports of sexual misconduct or other discriminatory behavior; the obligation to report, and the extent to which counselors and advocates must maintain confidentiality;
- In collaboration with the Assistant Vice President for Student Services/Deputy Title IX Coordinator, develops, implements and oversees regular training for students outlining their rights under Title IX which may include but is not limited to what constitutes sexual misconduct; the definition of consent; student reporting options; grievance procedures; disciplinary code provisions applicable to sexual misconduct and the consequences of violating these provisions; the role of alcohol and drugs in sexual misconduct; the effects of trauma; strategies and skills for bystander intervention; and both Title IX's and the University's policy protections against retaliation.
- Implements and administers requirements for reporting, record-keeping and retention of documentation and information regarding training, investigations, supportive measures, hearings, dispositions, monitoring, and compliance for Title IX matters
- Ensures compliance with timeframes specified in the Sex- and Gender-Based Misconduct Policy's grievance procedures;
- Evaluates requests for confidentiality by those who report or complain about sexual misconduct or other discriminatory behavior in the context of the University's responsibility to provide a safe and nondiscriminatory environment for all students;
- Collaborates with appropriate senior leadership to consult with University legal counsel in an efficient manner, as needed to support investigations and hearings.
- Analyzes data collected by the annual Campus Climate Survey to assess the rates and nature of sexual misconduct, any location hot-spots or risk factors, knowledge of the University's sexual misconduct policies, procedures and resources, the consequences of violating such policies, and the effectiveness of the University's efforts to ensure that the University is free from sexual misconduct or other discriminatory behavior;
- Reviews regularly all reports and complaints raising potential Title IX issues throughout the University to ensure that the University responded consistent with its Title IX obligations, even if the report or complaint was initially filed or raised with another individual;
- Coordinates regularly with the offices responsible for the University's Clery Act compliance, with respect to overlapping obligations related to sexual misconduct against students, including prevention, education, and training;
- Serves as a member on the University's standing DEI Taskforce to collaborate across units on outreach efforts that best cultivate a safer and more equitable learning, living and working

environment Provides leadership and strategic direction in creating and nurturing a campus climate that is welcoming, inclusive, respectful and free from bias and harassment;

- Contributes to a shared sense of responsibility for promoting diversity and inclusion among campus constituents with the aim of positively impacting staff, faculty, students and the overall campus climate;
- Consults regularly with the University President and campus stakeholders to promote campus-wide awareness and discussion of Title IX and equity related concerns
- Develops and recommends to the President modifications of policies, procedures and programs to prevent and eliminate discrimination, including sexual misconduct; and
- Participates in campus diversity and inclusion events and programs; is a visible, active member of UArts campus community.
- In Collaboration with the Associate Vice President for Human Resources/Deputy Title IX Coordinator, provides training and guidance to those involved in the University's hiring processes regarding laws, regulations, policies, and procedures for equal employment opportunities, diversity, unlawful discrimination, harassment, and other areas to ensure fair and equitable recruitment and selection practices and strategies.

*The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.*

**EDUCATION/EXPERIENCE:**

- Master's degree;
- At least five (5) years of recent progressively responsible experience in managing and leading compliance in Title IX, EEO, discrimination, harassment, and retaliation programs preferable in a higher education or similar institution;
- A current and thorough understanding of best practices and trends related to the issues surrounding Title IX, Equity and Diversity;
- Experience developing and leading training and education programs to all constituencies across the campus and assess training effectiveness;

**COMPETENCIES, KNOWLEDGE, SKILLS & ABILITIES:**

- Maintains a high degree of emotional intelligence and interpersonal skills: collaborative, diplomatic, persuasive, ethical;
- Maintains the highest level of confidentiality, political acumen and discretion;
- Works strategically across a decentralized university structure;
- Exercises good, sound independent judgment; thinks strategically, diagnose, clarify, and mediate differences of opinion; maintains neutrality in the face of resistance, indifference, and/or hostility;

- Excellent verbal and written communications skills with the ability to convey complex yet highly sensitive and emotional issues appropriately and with empathy;
- Commits to principles of fairness and respect; skilled in effective investigation techniques and analyzes information and data to reach sound decisions and conclusions; demonstrates advanced cultural competence, works effectively with people at all levels of the University and builds trust and upholds reputation of fairness and credibility;
- Establishes, promotes and maintains a positive climate for Title IX and Diversity efforts;
- Recognizes and understands the varying expressions of trauma and how they might impact the behavior, emotions, and actions of a survivor, while also ensuring fair and equitable treatment of respondents;
- Balances the multiple, varying, and even conflicting interests of diverse stakeholders;
- Demonstrates working knowledge of and ability to interpret federal and state equal opportunity and non-discrimination laws and regulations, institutional-specific policies, practices and procedures, identify best practices and trends with regard to discrimination, harassment, retaliation practices that violate Title IX, Title VII, Clery Act, VAWA, EEO and basic employment law;
- Demonstrates working knowledge of contemporary diversity, equity and inclusion concepts and issues with regard to recruitment and retention, access and equity, etc.;
- Possesses strong organizational, planning, and administrative skills; ability to research, analyze, interpret, report and apply complex policies and procedures.

#### **ABOUT THE UNIVERSITY:**

University of the Arts' mission is simple: to advance human creativity. Established in 1876, UArts believes creativity is the most essential skill for success in today's society and has educated generations of groundbreaking artists, performers, designers and creative leaders for more than 141 years. After being granted university status in 1987, University of the Arts became the largest institution of its kind in the nation, offering programs in design, fine arts, media arts, crafts, music, dance, theater and writing. It now features 30 undergraduate arts majors, 15 graduate programs and the nation's first PhD program in Creativity. UArts is also home to innovative centers across disciplines, including the Center for Immersive Media, Lightbox Film Center, Philadelphia Art Alliance and Rosenwald-Wolf Gallery. [Learn more about UArts.](#)

#### **TITLE IX STATEMENT:**

The University of the Arts prohibits discrimination on the basis of sex in its programs and activities, including admission and employment, in accordance with Title IX of the Education Amendments of 1972. The Title IX Coordinator and Diversity Administrator is responsible for overseeing compliance with Title IX and other civil rights laws and regulations. To contact the Title IX Coordinator, e-mail [titleix@uarts.edu](mailto:titleix@uarts.edu), or visit The University of the Arts, 320 S. Broad St., Philadelphia, Pa. 19102, Room 260, or call 215-717-6366. To learn more about the University's Title IX policy and response to sex discrimination, including sexual harassment and sexual violence, please visit [www.uarts.edu/titleix](http://www.uarts.edu/titleix).

Inquiries may also be directed to the Federal agency responsible for enforcing Title IX, the [U.S. Department of Education Office for Civil Rights](#).

**TO APPLY:** Interested, qualified applicants should submit letters of application, resumes and samples of communications to [hr@uarts.edu](mailto:hr@uarts.edu). *Please ensure job title is in the Subject line.*

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, The University of the Arts publishes its Annual Safety Report at the following link for your reference:

<http://www.uarts.edu/about/campus-crime-fire-reports>

**THE UNIVERSITY OF THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER**