

## **Civil Rights Investigator, Office of Equity and Inclusion**

The Office of Equity and Inclusion at the University of Maryland, Baltimore County (UMBC) seeks a Civil Rights Investigator that will support the university's core values of inclusive excellence, equity, and diversity and ensuring university compliance with non-discrimination laws, regulations, and policies through prompt fair investigation of complaints, education, training, and community outreach. Reporting to the Title IX Coordinator, the Civil Rights Investigator will meet with individuals who make a report and/or disclosure of discrimination and/or harassment.

The Investigator's primary responsibility will be to investigate and produce comprehensive reports regarding complaints of sexual misconduct, sexual assault, harassment, discrimination and retaliation by students, faculty or staff including interviewing parties/witnesses, collecting evidence, and drafting high quality investigation reports, and appeals documents within established timelines. The Civil Rights Investigator will also play an important role in meeting the University's training and education obligations under Title IX, VAWA, Title VI, Title VII, the ADA, and other federal and/or state civil rights laws, and University System of Maryland and University policies.

The Civil Right Investigator's specific duties include:

- Review initial reports, complaints, in a timely manner and ensure prompt response to reporting party.
- Evaluate need for supplementary support, resources and interim measures.
- Engage in informal resolution practices to address complaints, concerns or allegations when appropriate.
- Conduct prompt and thorough investigations, including development of an investigative plan, identifying and interviewing witnesses, gathering and securing information and data, keeping accurate and thorough records and notes of the investigatory process.
- Ask appropriate questions during interviews using trauma informed methodology to gather information about alleged incidents of misconduct, discrimination, retaliation or harassment.
- Draft notice of investigations, and essential correspondence related to processing of complaints.
- Prepare comprehensive timely written report of information obtained during an investigation.
- Prepare for and participate in meetings, hearings or grievance related to results of investigations.
- Assist in maintaining database related to reports of misconduct, discrimination, retaliation and harassment and develop reports, assess trends, and identify areas of concern.
- Collaborate with other campus offices, as needed, to coordinate and execute the University's timely response and investigation of complaints.
- Stay abreast of regulations and statutes relating to discrimination, retaliation, harassment, sexual misconduct and gender-based violence.
- Assist in the development and dissemination of educational materials and training tailored to faculty, staff, and students.
- Provide training and outreach to members of the University community.
- Attend ongoing training on employment discrimination and harassment, Title IX, and other federal laws and regulations, investigative techniques, diversity and inclusion.
- Monitor developments in law, policy, and practice related to employment discrimination and harassment, Title IX, and sexual misconduct.
- Conduct research on questions relevant to the analysis required in the course of investigations.
- Work with confidential and highly sensitive information and maintain confidentiality in compliance with university policies, procedures, and state and federal regulations.
- Complete other tasks and projects as assigned by the Director or Coordinator.

#### Minimum Requirements:

- Bachelor's degree from an accredited institution
- At least two years of experience in conducting complaint, incident and/or grievance investigations and resolutions of Title IX, judicial affairs, social work/services, sexual assault, sexual misconduct, education, civil rights, law enforcement or discrimination complaints.

#### Skills:

- Excellent investigative, research, analytical, oral communication skills.
- Exceptional writing skills including demonstrated skills in preparing witness notes and investigative reports.
- Ability to effectively communicate by phone, email, fax, mail, and in-person with reporting party, responding party, and their representatives to gather facts and information, schedule meetings, and provide regular case updates.
- Ability to work in a fast-paced environment and grasp complex issues rapidly and accurately.
- Demonstrated experience working in and fostering a diverse and inclusive environment working directly with individuals from diverse racial, ethnic, and socioeconomic backgrounds.
- Ability to establish rapport and work cooperatively with various levels of faculty, staff, students, and outside agencies.
- Ability to demonstrate ability to work independently prioritize and organize work effectively and meet established timelines and deadlines.
- Strong organizational skills and attention to detail.
- Knowledge of trauma-informed investigative techniques.
- Strong interpersonal skills and the ability to work collaboratively as part of a team.
- Excellent work ethic and a high level of motivation and productivity.
- Ability to work evenings and weekends as necessary.
- Familiarity with Microsoft Word, Google Mail, Google Docs, Excel, Power Point, Adobe, and similar software.

#### Preferred Requirements:

- Juris Doctor
- Experience in the higher education environment, conflict management, student and personnel data systems.
- Training in investigative techniques, training in Title IX and/or VII and/or Civil Rights Investigations, training in sexual assault investigations
- Experience developing and delivering training

Salary is commensurate with experience. Position is full-time, exempt, regular, and includes a full University benefits package. **A background check will be required.**

For best consideration submit application materials by March 9, 2020 (resumes will be accepted until the position is filled) at: <http://listings.umbc.edu/cw/en-us/job/493180?ApplicationSubSourceID=11440>

**UMBC is an Affirmative Action/Equal Opportunity Employer. Applications from women, minority group members, veterans and individuals with disabilities are encouraged to apply.**