



Title IX Investigator - (1800439)

About the Position:

This position requires excellent interpersonal skills, a significant amount of writing and analysis, and an ability to investigate multiple complaints simultaneously in an efficient manner. The Title IX Investigator reports to the Director and/or the Assistant Director of the Title IX Office. This office resides under the Associate Vice Chancellor for Equal Access and is responsible for providing oversight of Vanderbilt's sexual misconduct policies. This position works closely with the Title IX Coordinator, the Office of the General Counsel, the Office of the Provost, the Office of the Dean of Students, and other University administrators.

About Vanderbilt University:

Vanderbilt is a renowned private institution founded in 1873 located a little more than a mile from downtown Nashville, TN. The university's students, faculty, staff and visitors frequently cite Nashville as one of the perks of Vanderbilt. VU is a place where your expertise will be valued, your knowledge expanded and your abilities challenged. It is a place where your diversity is sought and celebrated. It is a place where employees know they are part of something that is bigger than themselves, take exceptional pride in their work and never settle for what was good enough yesterday. Vanderbilt was recently ranked #2 in the [Princeton Review](#) among 382 top colleges and universities for "best quality of life" and "great financial aid," #5 for "best run colleges" and "beautiful campus," and #6 for both being in a "college city that students love" and having "great campus/city relations."

Duties, Responsibilities, and Expected Outcomes:

- Investigate allegations of sexual misconduct, whether independently or in collaboration with another investigator. Tasks include creating an investigation plan, conducting party and witness interviews, gathering and securing relevant documentation, writing and otherwise preparing investigation reports, and communicating with parties and witnesses throughout the investigation.
- Provide on-going updates regarding the status of reports, complaints, and investigations to the Title IX Director and Assistant Director.
- Work closely with other University offices and community resources to determine supportive measures and implement University policies.
- Provide training sessions to University students, faculty, and staff regarding prevention of and response to sexual misconduct.
- Maintain updated case files in case management system.
- Collaborate with the Office of Student Accountability Community Standards & Academic Integrity and Vanderbilt University Public Safety to ensure accurate reporting of annual crime statistics.
- Participate in self-directed professional reading, develop professional contacts with colleagues, and attend relevant professional development courses and trainings to build professional expertise.

- Contribute to the overall success of the University by performing other duties as assigned by the Title IX Director.

Education and Certifications:

- Bachelor's degree from an accredited institution of higher education required
- Graduate or Advanced degree (e.g., Master's, Ph.D., J.D.) in relevant field preferred

Experience and Skills:

- Minimum of one year of demonstrated work experience conducting and managing fact-finding investigations into allegations of discrimination, Title IX violations, or comparable field preferred
- Knowledge of nondiscrimination laws and compliance regulations including but not limited to: Title IX of the Education Amendments of 1972, the Violence Against Women Act (VAWA) amendments to the Clery Act, FERPA, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975
- Experience in a university setting preferred
- Familiarity with current best practices and a working knowledge of emerging issues in equity and compliance
- Strong written and verbal communication skills with the ability to effectively convey complex information to a wide array of audiences and to do so with appropriate sensitivity
- Excellent judgment with the ability to manage highly sensitive, confidential data and information
- Strong organizational and time management techniques with the ability to prioritize and complete work with firm deadlines
- Excellent interpersonal skills, including demonstrated ability to listen well and demonstrate sensitivity to and respect for individual needs
- Empathy for and real-world experience with the wide range of disciplines, interests, and people represented at the University and a deep appreciation for the University's mission and values
- Willing to provide and receive constructive feedback on work product as part of a highly collaborative office
- Ability to develop working relationships with students, faculty and staff and parents/guardians (where appropriate)
- Honest, with the highest personal and professional integrity
- Flexible and open-minded, yet able to stand one's ground when necessary
- Collaborative style that fosters cooperation and involvement
- Ability to take initiative, multi-task, and work well under pressure
- Willingness to take ownership of a project from outset through completion

Please apply online at <http://vanderbi.lt/titleixinvestigator>

Vanderbilt University is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.