



## Deputy Title IX Coordinator Institutional Compliance Officer

---

**Department:** Human Resources

**FLSA Status:** Exempt

**Grade/Level:** N/A

**Work Schedule:** M-F; 8:30 a.m. to 5:00 p.m.; 12 months; Evenings and weekends as required.

**Job Status:** 1.0 FTE

**Reports To:** Chief Human Resources Officer

**Amount of Travel Required:** up to 5 percent

**Positions Supervised:** None

### **POSITION SUMMARY:**

Provides college-wide leadership and expertise related to Title IX and other identified compliance areas. Performs essential functions personally, through others, or in conjunction/collaboration with designated personnel or outside vendors/experts.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

#### **Title IX:**

Manages all reports of sexual misconduct, and discrimination from report receipt to resolution.

Provides comprehensive, timely, trauma-informed response and support services to students, and employees reporting sexual misconduct or discrimination.

Conducts report/complaint intake meetings with students and employees reporting sexual misconduct or discrimination.

Performs investigations as assigned and works with internal and external investigators to ensure a well-documented and accurate process-based Title IX investigation.

Maintains the college Title IX policy in a timely manner, ensuring it is accurately posted on the college website and all student and employee publications.

Maintains current inventory of regulations and statutes relating to sex, gender-based violence including Title IX, VAWA, Campus Save Act, Clery Act and any new legislation on the subject.

Manages the student and employee training portal by reviewing training offerings and assigning required student and employee training, providing follow up to ensure completion and informing appropriate college official of completion issues. Organizes, maintains and negotiates vendor training contract.

Collaborates with members of the college to deliver in person training as required or requested by students, student organizations, employees, vendors, volunteers.

Provides all required reporting documentation to appropriate college personnel and groups and ensures same is published as required by federal or state regulations.

**Compliance:** Reviews, analyzes, develops, recommends, implements and communicates actions necessary to comply with assigned federal and state laws/regulations/guidelines.

Reviews and recommends revisions or additions to assigned college policy. Monitors internal compliance of assigned policies. Notifies appropriate personnel of noncompliance, as needed.

Acts as the Operational Guide (principles and policies of the college) repository, to include facilitating approved changes and disseminating as directed.

Reviews, recommends, updates, maintains and interprets assigned plan documents or contracts.

Researches, develops, recommends, delivers or participates, and or disseminates assigned compliance related training.

**Other Job Function Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Coordinates the completion and publication of the annual college safety report.

Serves on assigned committees, as directed.

Other duties as assigned.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

**Minimum:** Bachelor's degree from an accredited college or university and three years related experience. Knowledge of laws, policies and procedures related to Title IX, the Violence against Women's Act and related regulations as well as Texas state statutes and regulations.

**Desired:** Advanced degree in business, human resources, or law. An advanced degree may substitute for the minimum experience requirement on a year for year basis.

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

**SKILLS** (The *application of knowledge* by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

**ABILITIES** (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:

- cognitively perform job duties to include: planning and setting goals; solving or resolving problems/ challenges; writing reports or creating documents,
- effectively and accurately conduct interviews using proactive listening skills and thorough questioning techniques.
- interpret and apply complex regulations and remain informed and responsive to changes in same,
- understand the needs of the college and work collaboratively with students, employees, administrators and community partners,
- work evenings and weekends,
- maintain regular and consistent attendance,
- model high standards of honesty, integrity, trust, and ethical behavior,
- maintain confidentiality regarding sensitive matters,
- handle difficult people and tense situations with diplomacy and tact,
- maintain professionalism at all times to include behavior and attire,
- work with all levels of staff, faculty, students and third parties in a collegial and effective manner,
- collaborate with other division/departments to ensure applicable college policy is communicated and complied with by all constituencies, and
- listen actively, giving full attention to what others are saying, taking time to understand, and asking questions appropriately.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:** Typical office environment.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_