POSSESSION DESCRIPTION

TITLE: Title IX Coordinator - (Exempt)

Collective Bargaining - Ineligible - Confidential Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee’s membership in an employee organization incompatible with the employee’s duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary’s College as defined by the Board of Trustees of St. Mary’s College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Title IX Coordinator is responsible for coordinating the institution’s compliance with federal and state discrimination and sexual misconduct laws and regulations. Responsibilities include providing education and training programs regarding discrimination and sexual misconduct prevention; responding to, investigating and seeking resolution to allegations of discrimination and sexual misconduct. The Title IX Coordinator oversees all Title IX complaints and reports of sexual misconduct, sexual violence and related allegations of discrimination. Identifies and addresses any systematic problems relating to complaints and works with other departments to ensure Title IX policies are communicated to all constituencies. Assists law enforcement personnel in handling reports and complaints of sexual violence and misconduct. As needed, the Coordinator will be required to be available to work alternative hours including nights and possibly weekends. This position reports directly to the President of the College and is responsible for working with the campus community to develop a climate that provides an open, diverse and inclusive learning and working environment by monitoring the College’s compliance with Title IX regulations and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Develops and periodically re-evaluates discrimination and sexual misconduct assault policies.
- Develops written timelines for handling all areas of the institutional response, and handling of the complaint process including investigations.
- Responds to all complaints, both formal and informal and including investigations.
• Addresses anonymous complaints, third party complaints, and reports by persons who do not want the institution to do anything.

• Delegates complaints involving faculty/staff to the Title IX Deputy for investigation.

• Ensures the investigations involving faculty/staff follow the established timeline and reporting protocol.

• Informs those persons who need to be informed when complaints are filed and other issues arise.

• Notifies involved parties when the complaint process is concluded.

• Trains all personnel including administrators, faculty, staff, and students; keeps records of training (content, who attended, etc.). Training should include how to intervene when one observes discrimination and harassment, and how to respond to someone’s report of discrimination and harassment, including a review of the College’s sexual misconduct grievance procedures.

• Develops and implements an ongoing comprehensive program to prevent discrimination and harassment throughout the entire institutional community.

• Administers and manages the Green Dot Safety program and all other (Non Public Safety) Campus Safety programs. Provides campus training necessary to support Safety programming.

• Assists with developing and delivering training to the sexual misconduct panel.

• Serves as a resource to both complainant and respondent as requested regarding policies, procedures, and resources available on and off campus.

• Responsible for the supervision and training of the student peer education group focusing on sexual misconduct harassment response and prevention.

• Prepares reports to external parties such as the State of Maryland as required.

• Coordinates a report for distribution to the Board of Trustees that includes all Title IX complaints as well as anonymous reports of sexual misconduct.

• Responsible to work with the Director of Public Safety to ensure timely and accurate Clery Reporting.

• Prepares an annual report, with recommendations.

• Serves on campus committees relevant to Title IX.

• Maintains a positive and productive working relationship with other personnel, such as college attorney, dean of students, director of public safety, health service, counseling service, etc.
• Keeps current on research and legislation concerning sexual assault on college campuses.

• Stays informed about conduct board procedures, campus policies, and state statutes regarding sexual assault.

MINIMUM QUALIFICATIONS:

• Education: Minimum of a bachelor’s degree in higher education administration, human resources, or other relevant discipline; Master’s degree preferred.

• Experience: Demonstrated knowledge of and ability to interpret federal and state non-discrimination laws and regulations, including Title IX, sexual harassment and other applicable laws and regulations is required. Experience in complaint resolution, investigations and grievances. Experience working in student affairs, student counseling, and/or human resources is strongly recommended; higher education experience is preferred.

• The successful candidate must have strong organization, planning, analytical and problem resolution abilities; demonstrated ability to communicate effectively both verbally and in writing; excellent interpersonal skills; demonstrated decision-making and administrative skills; ability to understand the needs of the College and to work collaboratively with students, faculty, staff, administrators and community partners.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.