

## POSITION DESCRIPTION

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**TITLE: Assistant Director of Title IX Compliance and Training – (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.**

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### **JOB SUMMARY:**

Reporting to the Assistant Vice President of Equity and Inclusion/Title IX Coordinator, the Assistant Director of Title IX Compliance and Training is responsible for supporting the mission and daily operations of the Office of Title IX Compliance and Training and serves as a Deputy Title IX Coordinator. Primary responsibilities include serving as the primary investigator of reports filed under the College’s Policy Against Sexual Harassment; managing the daily responsibilities associated with receiving reports and conducting investigations of allegations of sexual harassment (including sexual assault, relationship violence, sexual harassment, and stalking), as reported to and in close collaboration with the Title IX Coordinator; and coordinating and administering other awareness and prevention programs and functions regarding sexual harassment prevention, with a focus on primary prevention and bystander intervention. As needed, the Assistant Director of Title IX Compliance and Training will be required to be available to work alternative hours including nights and possibly weekends.

### **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.
- Serves as the primary investigator for reports filed with the College under the Policy Against Sexual Harassment, partnering with faculty/staff volunteer investigators and/or external investigators to conduct prompt, thorough, and fair investigations.
- Contributes to the development and maintenance of a well-documented investigation process which includes identifying, contacting, and interviewing witnesses; gathering and securing relevant

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documentation and evidence; and delivering timely and comprehensive investigative reports; as required under College policies and procedures.

- Responds to, and conducts initial outreach regarding, all Title IX reports as needed, whether the reports are formal or informal and whether the reports involve anonymous reporting parties, third-party reports, and reports by persons seeking confidentiality.
- Organizes, maintains, and prepares investigative reports and files, utilizing the online Title IX management system (Advocate).
- Identifies and integrates best practices in Title IX investigation and compliance by staying abreast of current best practices, legal guidance, and federal and state legislation and regulations.
- Attends Title IX Investigator training as approved by the Assistant Vice President of Equity and Inclusion /Title IX Coordinator at least annually.
- Fosters strong working relationships with campus partners including Student Affairs; Public Safety; the Wellness Center; Academic Affairs; Inclusive Diversity, Equity, Access, and Accountability (IDEAA); and Human Resources.
- Leads the preparation and dissemination of educational materials, such as training presentations, brochures, posters, and online resources, to educate campus constituencies, including students, faculty, and staff, of Title IX rights and responsibilities, including sexual violence prevention and response and bystander intervention.
- Leads the facilitation of in-person trainings for campus constituencies.
- Leads the development and facilitation of prevention education programming for campus constituencies, including bystander intervention and prevention efforts targeting male students. Seeks out external funding opportunities to support prevention efforts.
- Leads the administration of bystander intervention initiatives.
- Supervises student interns working in the Title IX Office.
- Represents the Title IX Office on various College committees and projects.
- Fosters relationships with community partners such as the county-wide Sexual Assault Response Team and local rape crisis center.
- Assists in the preparation of reports to external parties such as the State of Maryland, as required.
- Serves as a Campus Security Authority.

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**MINIMUM QUALIFICATIONS:**

- Education: Minimum of a bachelor's degree; Juris Doctor or Master's degree 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.