

Position Summary

Seattle University has an exciting, dynamic opportunity for a **OIE Investigator/Deputy Title IX Coordinator** to join our community.

Reporting to the Assistant Vice President for Institutional Equity, this position will be responsible for the day-to-day application of Seattle University (SU) nondiscrimination policies and practices, and ensuring university compliance with relevant equal opportunity laws.

The Office of Institutional Equity (OIE), in support of the university's efforts to promote and maintain an equitable, safe, and inclusive working and learning environment, oversees and coordinates the university's response to all complaints of protected class discrimination and harassment, sexual misconduct, and related retaliation.

In addition, OIE partners with other key resources at SU to ensure that the university's support resources, training, policies, and procedures are effective, fair to all involved, and consistent with the university's mission and values.

The OIE Investigator/Deputy Title IX Coordinator coordinates and conducts the intake and investigation of complaints of protected class discrimination and harassment, sexual misconduct (including sexual harassment, sexual assault, domestic and dating violence, and stalking), and related retaliation, against students, staff, faculty, and third parties.

In addition, the OIE Investigator/Deputy Title IX Coordinator supports the university's equity compliance efforts by maintaining and monitoring relevant data, providing training, information, and consultation to students, staff, and faculty, and performing other related work, as assigned.

Essential Job Functions

- Meet with potential complainants, who may be students, staff, faculty, or third parties. Acquire and analyze information to determine if concerns are potential violations of the university's nondiscrimination policies; educate and advise complainants on relevant policies and procedures, as well as resources available to them; make referrals and/or hand-offs, as appropriate; and, if concerns are potential violations of nondiscrimination policies, take appropriate steps to move forward with a prompt investigation by OIE .
- Collaborate and consult with the Assistant Vice President for Institutional Equity and with process partners, including Human Resources, Student Development, legal counsel, and others, as appropriate, to ensure consistent application of university policies and practices, and to ensure the implementation of appropriate actions in response to complaints, including safety or other interim measures, as appropriate.
- Conduct thorough investigations of complaints against students, staff, faculty, and third parties, asserting violations of the university's nondiscrimination policies - including protected class discrimination and harassment, sexual misconduct, and related retaliation, as well as corresponding laws - including Title VII , Title IX, ADA , and ADEA . Act as an impartial party, maintain a high level of confidentiality, and ensure a prompt, fair, and

neutral process for all parties. *Analyze complaints and develop thorough investigative plans; conduct interviews; identify and collect relevant documentation, data, and other evidence; analyze evidence, applying policy and legal standards; and issue verbal and written reports of findings of fact and determination.

- Provide feedback regarding investigation outcomes to university management and leadership; make recommendations for appropriate actions to ensure compliance with relevant policies and laws, including recommendations for appropriate corrective action and/or training; and educate and advise upon potential impacts of future actions, particularly with respect to the avoidance of retaliation.
- Ensure well-documented intake and investigation processes, maintaining accurate and thorough records and notes.
- Provide timely updates to the Assistant Vice President for Institutional Equity regarding the status of complaints received and pending investigations.
- Provide training, information, and consultation on the university's nondiscrimination policies and practices.
- Organize, maintain, and monitor data related to both complaints and training.
- Assist in the development and maintenance of communication strategies to enhance and raise awareness of relevant policies, practices, programs, and resources.
- Assist in the development and maintenance of informational materials aimed at identifying, preventing, reporting, and responding to discrimination.

Marginal Job Functions

- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree and six (6) or more years of experience in employee relations, student conduct, complaint resolution, employment law, and/or compliance administration, including three (3) years of relevant investigative work, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- Demonstrated knowledge of relevant nondiscrimination laws and regulations.
- Demonstrated skill in investigation techniques, including conducting investigative interviews.
- Demonstrated ability to maintain neutrality and establish credibility with a broad range of constituents.
- Demonstrated ability to effectively acquire, analyze, and summarize factual information, and accurately apply policy and legal standards.
- Strong analytical reasoning skills, excellent attention to detail, and ability to use sound judgment in making determinations and recommendations.
- Strong and effective written communication skills, including the ability to write clear reports and correspondence, conveying complex issues for various audiences.

- Demonstrated ability to work with sensitive and stressful situations in a professional, respectful, and confidential manner.
- Demonstrated ability to manage multiple, on-going, and complex cases and projects, and meet critical deadlines.
- Demonstrated ability to develop and maintain effective working relationships with individuals and offices reflecting a broad range of identities, perspective, and experiences.
- Exceptional communication, customer service, and interpersonal skills, including:
 - Ability to listen and assess needs well;
 - Ability to work with diverse populations, creating a comfortable, welcoming environment for all;
 - Ability to adapt communication style and approach to promote understanding, confidence, and trust;
 - Ability to project care for and interest in students, staff, and faculty and their concerns; and
 - Ability to provide appropriate sensitivity and patience in difficult and/or complicated situations.
- Presentation and facilitation skills with emphasis on education and training for a wide audience.
- Proficiency in Microsoft Office software: Word, Excel, Outlook and PowerPoint, and the ability to learn other computer programs as needed.
- Demonstrated capacity to be flexible, self-motivated, and organized.
- Ability to work in a changing environment.
- Ability to maintain patience and professionalism when working in an ambiguous situation.
- Ability to work independently and collaboratively.
- Focus on continuous process improvement.
- Commitment to the work of OIE .
- All candidates must show a demonstrated commitment to diversity and the university's mission, vision, and values.
- All positions at Seattle University require a criminal history background check.

Preferred Qualifications

- J.D. and/or other relevant advanced degree and/or certification.
- Experience and/or training in conducting trauma-informed sexual misconduct investigations or a baseline understanding and knowledge of the dynamics of sexual misconduct and related issues.
- Prior higher education experience, particularly working with students and faculty.
- Knowledge of complexities surrounding investigations in a university setting.
- Knowledge of current, relevant employment and/or higher education trends, case law, and agency guidance.
- Experience developing and presenting training workshops.
- Experience with policy development and administration.

Compensation Salary will be discussed during the interview process and is commensurate with qualifications.

Excellent Benefits Package

Our excellent benefits package currently includes: Medical, dental, vision, life, and disability insurance, significantly subsidized for employee and dependents; generous retirement plan; vacation, sick leave, 12 holidays plus Christmas week off, community service leave; Transportation pass 75% paid; Automatic payroll deposit; Library privileges for employees; University fitness facilities free for employees; S.U. tuition for employees and dependents administered in accordance with University policies.

Application Instructions

Please apply online at: <https://jobs.seattleu.edu>. Applicants are also strongly encouraged to attach an electronic cover letter and resume when applying.

Priority consideration will be given to applications received within three weeks of 6/27/16. However, applications will be accepted until the position is filled.

Persons who need assistance with the recruitment process may contact the Office of Human Resources at: 206-296-5870.

Non-Discrimination Policy

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. In addition, the University does not discriminate on the basis of genetic information in its employment related policies and practices, including coverage under its health benefits program.

All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Vice President for Human Resources and University Services and Equal Opportunity Officer at (206) 296-5870.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated three individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact any one of the following Title IX coordinators:

Office of Human Resources
RINA 214
(206) 296-5870
hr@seattleu.edu

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

Quick Link <http://jobs.seattleu.edu:80/postings/19091>