

Requisition: E1800663

Open Date: 05/21/2018

Review Date: 06/21/2018

Job Category: Exempt

Department: Affirmative Action

College/Unit: Provost

Location: Logan Campus

Posting Duration: Open Until Filled

#### Position Summary:

Utah State University invites applications for a new Title IX Coordinator. The Title IX Coordinator provides USU system-wide leadership for all university activities and efforts to build and sustain a safe and equitable campus community free from sexual harassment and gender discrimination. Reporting to the Director of the Affirmative Action/Equal Opportunity Office, the Title IX Coordinator is responsible for coordinating Utah State University's compliance with federal and state statutory and regulatory requirements regarding sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and gender-based discrimination on the Logan campus, on USU's regional campuses, and at USU Eastern in Price and Blanding. The Title IX Coordinator works as a member of a collaborative team that fosters a university-wide culture characterized by equity and inclusion, along with an investigation process rooted in compassion, fairness, and respect.

#### Responsibilities:

The Title IX Coordinator will have a broad scope of responsibility in leading the University's compliance with Title IX and related legislation and policies. Further, the Title IX Coordinator will work to strengthen the University's culture that supports a safe and respectful learning, working, and living environment. Specific responsibilities include the following:

Lead USU's Title IX efforts and serve as a passionate advocate for equity and inclusion on campus and in the community.

Develop, implement and monitor the University's compliance program for Title IX and Title VII's prohibition of discrimination based on sex.

Manage the University's centralized review, safety and risk assessment, investigation and resolution of reports of sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and gender-based discrimination and address any patterns or systemic problems that arise during the review of such complaints.

Develop and maintain a Title IX case management plan, including investigation procedures, tasks and activities for each Title IX investigation.

Maintain and update the case management system and database, ensuring all reports and investigations of sexual harassment and violence are accurately recorded and tracked in the database.

Collaborate with multi-disciplinary university offices and personnel to provide information, support, resources, interim remedies and accommodations to university students, faculty and staff.

Provide or cooperate with other university offices to provide engaging and effective training, education and prevention programs related to sexual harassment, sexual violence, gender discrimination and other related topics.

Review, update and maintain university policies and procedures for providing prompt and equitable resolution of student and employee complaints of conduct that violates Title IX and the University's prohibition of sexual harassment.

Review for compliance all college, department and unit-level policies, procedures, guidelines, rules, handbooks and other publications that provide information regarding sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and gender-based discrimination.

Provide or facilitate consultation and technical assistance to students, faculty and staff regarding their rights and obligations under Title IX.

Collaborate with and maintain strong relationships with campus and local law enforcement agencies and community resources.

Prepare and publish an annual report summarizing the number, nature, and disposition of reports of sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and gender-based discrimination and describing the University's education and prevention activities related thereto.

For a more complete job description, see the Human Resources website at:  
<https://hr.usu.edu/compensation/classifications>.

#### Dept/College Highlights:

Utah State University is a dynamic, thriving, and diverse institution with nine colleges and schools including the College of Agriculture and Applied Sciences, Caine College of the Arts, College of Humanities and Social Sciences, Emma Eccles Jones College of Education and Human Services, Jon M. Huntsman School of Business, S.J. and Jessie E. Quinney College of Natural Resources, College of Engineering, College of Science, and School of Graduate Studies. USU offers 159 undergraduate majors, 155 graduate programs, and a variety of innovative stackable associate and certificate credentials. The University boasts an outstanding assemblage of discipline-specific and interdisciplinary research programs, centers, and initiatives such as the legislatively-supported Utah Science Technology and Research Initiative (USTAR), the nationally renowned Space Dynamics Laboratory and Utah Water Research Laboratory, the Center for Persons with Disabilities, the Center for Integrated Biosystems, and the Ecology Center. Utah State is also home to Utah Public Radio, the Mountain West Center for

Regional Studies, and outstanding performing and visual arts venues. Within the last several years, the University has experienced unprecedented growth in new academic buildings and facilities.

Qualifications:

Minimum Qualifications:

Bachelor's degree in a related field and at least four years of related work experience is required.

Solid understanding of federal Title IX regulations, the Violence Against Women Act Reauthorization of 2012 (VAWA), the Clery Act, and other relevant statutes and guidance.

Ability to maintain a high degree of confidentiality.

Ability to use independent judgment and to manage confidential information.

Ability to work under multiple deadlines and sensitive timelines.

Evidence of effective spoken, written, and interpersonal communication skills, including active listening.

Ability to work collaboratively with diverse constituents, including students, faculty, staff, administrators, community partners, and law enforcement agencies.

Ability to provide effective and appropriate advice and expertise to all levels within the University community.

Preferred Qualifications:

Master's degree or JD plus at least two years of relevant work experience is strongly preferred.

Experience with one or more case management databases such as Maxient.

Conflict resolution and/or mediation skills.

Ability to develop and present educational programs and/or workshops.

Opportunity Type: Full-Time w/benefits package

Percent of Time or Hours per Week: 40/week

Advertised Salary: The salary for this position is nationally competitive based on qualifications and experience and includes a generous benefits package.

See <https://usu.hiretouch.com/job-details?jobid=3484> for more information and to apply online.

Notice of Non-discrimination

In its programs and activities, Utah State University does not discriminate based on race, color, religion, sex, national origin, age, genetic information, sexual orientation or gender identity/expression,

disability, status as a protected veteran, or any other status protected by University policy or local, state, or federal law. The following person has been designated to handle inquiries regarding non-discrimination policies:

USU Interim Title IX Coordinator

Affirmative Action/Equal Opportunity

Scott Bodily [titleix@usu.edu](mailto:titleix@usu.edu) Old Main Rm. 161

435-797-1266

For further information on notice of non-discrimination:

U.S. Department of Education

Office for Civil Rights

303-844-5695

[OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

Apply Here: <http://www.Click2Apply.net/wkjdzq4czh8bqrz3>

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