JOB DESCRIPTION

POSITION TITLE: Director of Compliance and Title IX Coordinator

JOB CLASS: Staff

SUPERVISOR: Associate Vice President for Finance

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: University’s Department of Risk and Compliance

POSITION OVERVIEW:

The Director of Compliance and Title IX Coordinator, along with the Director of Risk Management, will form the University’s Department of Risk and Compliance. This department reports to the Associate Vice President for Finance within the organization of the Vice President of Business and Chief Financial Officer, and to the Provost for Title IX coordination. The Director of Compliance and Title IX Coordinator will provide leadership, advice and counsel on matters of compliance and ethical business practices and oversee the implementation, administration, and monitoring of Stetson’s compliance with Title IX laws and regulations. The Director of Compliance and Title IX Coordinator shall have the independence and authority necessary to objectively review and evaluate compliance issues at all levels within Stetson University.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

Master’s degree, JD, or other advanced degree and a minimum of five years of experience working in higher education administration with an in-depth knowledge of the legal and regulatory environment for a private educational institution or comparable professional experience. Preferred qualifications include investigating and resolving complaints alleging sexual harassment, sexual misconduct, sexual assault or sexual violence, and knowledge of pertinent procedures and issues in a University environment. The successful candidate must have the ability to communicate effectively, and to diagnose, clarify, and mediate differences of opinion. S/he must also have outstanding verbal and written communication skills and a reputation for the highest integrity and ethical standards. S/he will have demonstrated ability to respond quickly and appropriately in time-sensitive and crisis situations, and meet strict deadlines.
POSITION TITLE: Director of Compliance and Title IX Coordinator

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

- Maintaining updated information on regulatory compliance issues relating to the operations of Stetson.
- Conducting regular audits of departmental compliance functions.
- Preparing reports on compliance activities and making recommendations for action by appropriate decision makers.
- Providing training and guidance on specific compliance related matters.
- Maintaining a compliance calendar and a listing of employees with compliance related obligations,
- Coordinating and reporting on the University’s Enterprise Risk Management activities.
- Ensuring the timely submission of mandated reports,
- Facilitating University-wide education, training and outreach programming about compliance-related matters in general and sex discrimination, harassment, violence and other matters related to Title IX in particular,
- Coordinating and executing in a timely manner and with an integrated team approach (with Deputy Title IX Coordinators and other University partners) the University’s response and investigation of complaints pursuant to Title IX, including sexual harassment and sexual misconduct, ensuring that complaints are handled through consistent practices and standards,
- Providing consultation and information regarding Title IX requirements to potential complainants and accused.
- Identifying and addressing systemic patterns and issues, and ensuring that the Title IX program is evaluated on an ongoing basis for consistency of outcomes.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically underrepresented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.