POSITION TITLE: Executive Director and Title IX Coordinator

JOB CLASS: Staff
CLASSIFICATION: Full Time
SUPERVISORY: No

SUPERVISOR: Vice President for Campus Life and Student Success
LOCATION: DeLand or Gulfport, FL
DEPARTMENT: Campus Life and Student Success

POSITION OVERVIEW:
Stetson University is committed to reducing issues of gender-based harassment and violence. To this end, the Executive Director and Title IX Coordinator provides leadership and guidance on matters of Title IX compliance and oversees the implementation, administration and monitoring of Stetson’s compliance with Title IX laws and regulations. The Executive Director and Title IX Coordinator has broad-based knowledge of Title IX, the intersections of VAWA, the Clery Act and Title VII, athletics, gender-based bias, and student organizations. They facilitate the work of the Title IX Deputies across four campuses and in regard to reports concerning students and employees.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
- 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 Title IX compliance
- 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
- Knowledge of higher education environment, including undergraduate, graduate, and law school demographics with an understanding of the residential liberal arts college experience and a willingness to work collaboratively within a highly consultative campus culture
- The ability to communicate effectively, and to diagnose, clarify, and mediate differences of opinion
- Outstanding verbal and written communication skills and a reputation for the highest integrity and ethical standards
- Have demonstrated ability to respond quickly and appropriately in time-sensitive and crisis situations
- Demonstrated experience in making presentations and facilitating discussions
- Ability to manage multiple, on-going and complex caseload of complaints across campuses and populations, while meeting established deadlines
- Demonstrated knowledge of current state and federal laws and regulations, institution-specific policies, practices and procedures, identified best practices and trends in the field of education related to harassment, sexual assault, and other discriminatory practices that violate Title IX, or other state and federal laws and regulations
- Experience working with an institution of higher education’s General Counsel
POSITION TITLE: Executive Director and Title IX Coordinator

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Act as the University’s Title IX Coordinator
- Coordinate with Deputy Coordinators to develop and implement case management for each Title IX report
- Provide leadership and facilitation of a campus-wide Title IX working group and leadership team using an integrated team approach
- Supervise a full-time Title IX investigator and the university-wide investigation process including reviewing the contents and conclusions of investigation reports on behalf of the University
- Coordinate and oversee the development and implementation of periodic assessments (e.g., surveys) of campus climate including sharing results with the University community
- Coordinate timely responses to complaints involving Title IX-related matters, including intake of reports, and assistance in navigation of reporting, investigation, monitoring outcomes, identifying and addressing patterns, and assessing effects on campus climate
- Provide oversight, training, and leadership for all Title IX initiatives and maintain accurate records of all compliance efforts
- Coordinate compliance programs for Title IX, VAWA, and the Clery Act; monitor and implement actions to comply with Title IX, including other federal laws and regulations,
- Conduct quarterly and annual review of all formal and informal Title IX complaints and reports in order to identify and address any patterns or systemic problems that require attention and prepare and deliver reports, as necessary, to senior leadership and the Board of Trustees
- Manage and update the University’s Gender-Based Misconduct, Sexual Assault, and Interpersonal Violence policy
- Implement and oversee university-wide training and prevention programs for faculty, staff, and students related to Title IX
- Work with campus partners to ensure the campus climate and environment is an inclusive and safe living, learning, and working environment for faculty, staff, and students
- Serve as the point person for all Title IX complaints and as the primary contact for government inquiries from the Office for Civil Rights (interacts with investigators and assures compliance with resolution agreements)
- Continually identify and integrate best practices in Title IX investigations and models into the university knowledge base and practices
- Collaborate with Deputy Coordinators of different areas; providing duty expectations, and using information to manage the policy and process
- Serve as an expert on Title IX requirements for all aspects of compliance in access to higher education
- Work with the appropriate staff and student leaders to develop and disseminate educational materials and training for all incoming students during orientations
- Coordinate with other offices on-campus for education, training, and regular dissemination of information on topics related to job duties such as CSA reporting and acting as a Responsible Employee for faculty, staff, and applicable students
- Be available on call when needed for Title IX response
- Assist with university compliance in non-Title IX related areas as time allows, and
- Maintain an informative and up-to-date website

APPLICATION PROCEDURE: Please submit a letter of application, which addresses 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.
POSITION TITLE: Executive Director and Title IX Coordinator

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.