JOB DESCRIPTION

POSITION TITLE: Equal Opportunity/Title IX Investigator

JOB CLASS: Staff

SUPERVISOR: Executive Director & Title IX Coordinator

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: Student Affairs

POSITION OVERVIEW:
Stetson University has a deep and long-standing commitment to community safety and deep appreciation for diversity. As such, Stetson has strategically worked to create an infrastructure and culture that reflect a commitment to inclusive excellence. The Equal Opportunity/Title IX Investigator is the primary investigator for cases alleging sex or gender-based discrimination, sexual misconduct, harassment, stalking and interpersonal violence, and protected class discrimination and harassment involving faculty, staff, undergraduate and graduate students at the University. The Investigator will assist the University with meeting U.S. Department of Education Office for Civil Rights and Equal Employment Opportunity Commission compliance standards and best practices.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
- Master’s degree in student affairs, higher education, human resources, social work, counseling, or related field and at least one year of professional experience in human resources, student affairs, equal opportunity, Title IX, Clery, Title VII, and other similar EEO laws, or a closely related field is required.
- Demonstrated ability to handle complex situations, including responding to victims of trauma in a sensitive and informed manner
- Demonstrated deep understanding of social justice and equity with ability to relate to all parties from a frame of inclusive excellence
- Ability to work collaboratively with the different needs, experiences, schedules and realities of members of the campus community, including students, staff and faculty.
- Excellent communication skills including the ability to listen well, ask critical questions, and write clearly and effectively
- Strong organizational and analytical skills
- Ability to handle multiple cases and meet various deadlines
- Ability to maintain neutrality and work under stress

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
- Works as an integral part of a dynamic team of educators working to change campus culture regarding sexual based discrimination and violence and providing professional, timely, and compassionate processes and services to bring complaints to appropriate resolution
- Conducts investigations of complaints alleging violations of the University’s nondiscrimination, sexual and unlawful harassment, and gender-based misconduct, sexual assault, and interpersonal violence policies
- Interviews personnel, students, and third parties, collecting evidence, and preparing high quality written investigation reports
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- Ensures a well-documented investigation process: maintain the investigation plan and timeline, identify and interview relevant parties, gather relevant documentation, and provide ongoing updates to the parties and Title IX Coordinator(s)
- Observes impartiality and confidentiality throughout the investigation process
- Participates and leads meetings and trainings as needed
- Utilizes the University’s software and technology to manage documentation
- Assists with other compliance and investigative needs of the University as time allows
- Performs other site and position specific functions as assigned

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.

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.