



Title IX Coordinator (pos #80467)

SALARY: Not Displayed

OPENING DATE: 05/15/20

CLOSING DATE: 06/09/20 11:59 PM

DESCRIPTION:

Title: Instructional and Student Support (Title IX Coordinator)
Position Number: 80467
Hiring Unit: Chancellor's Office
Location: Leeward Community College
Date Posted: 05/15/2020
Closing Date: 06/09/2020, 11:59 PM (HST)
Band: B
Salary: [salary schedules and placement information](#)
Additional Salary Information: PBB; minimum \$4,481/mo.
Full Time/Part Time: Full Time
Temporary/Permanent: Permanent

Other Conditions:

Excluded position, general funds, to begin approximately 07/20, pending availability of funds and actual staffing requirements.

Duties and Responsibilities

1. Serve as the campus' principal coordinator for implementing and ensuring compliance with University policies, procedures, and programs relating to Title IX, VAWA, and the Clery Act as it pertains to sex/gender discrimination, and the Student Conduct Code.
2. Serve as the designated individual for reports/complaints of discrimination harassment (including sexual assault and sexual harassment), intimate partner violence, stalking, and Student Conduct Code violation and coordinate the campus' effective response to such reports/complaints.
3. Manage and coordinate student conduct cases in conjunction with the Dean of Student Services, including advising students in the judicial process of their rights and responsibilities.
4. Develop and implement a case management plan for each reported Title IX, VAWA, and Student Conduct Code violation related incident and maintain all documentation. Maintain database tracking system. Prepare reports as needed.
5. Determine and implement appropriate interim measures to address incidences of discrimination and gender-based violence and Student Conduct Code violation.
6. Coordinate and manage formal investigation of complaints of discrimination and gender-based violence and Student Conduct Code violations.
7. Coordinate with campus partners and stakeholders to ensure reporting parties and responding parties receive needed support services and resources as appropriate.
8. Develop partnerships and contracts in collaboration with the UH System Title IX offices, with community agencies on all Title IX and VAWA related matters, including advocacy and other resource support. Serve as the primary liaison for these relationships and contracts.
9. Develop, oversee and coordinate the delivery of campus-wide education, training and outreach programming for students, faculty and staff related to Title IX, VAWA, and the Clery Act in collaboration with UH System Offices regarding Title IX and VAWA.
10. Maintain documentation of all training and educational programs related to compliance with Title IX, VAWA, and the Clery Act as it relates to sex/gender discrimination.
11. Develop related brochures, training materials on Title IX, VAWA, and the Clery Act as it relates to sex/gender discrimination, and update the campus website.
12. Conduct campus-based trend analysis and collaborate with UH System Title IX offices regarding campus climate surveys.
13. Oversee, train, lead and collaborate with campus Deputy Title IX Coordinators.
14. Collaborate with UH System Title IX and VAWA Offices as well as stakeholders to ensure consistent and compliant policies, procedures, and training are developed and implemented.
15. Collaborate with local police, campus security and other campus departments to create and maintain incident reports as required under Title IX, VAWA, the Clery Act, and the Student Conduct Code and notify appropriate individuals to issue a Timely Warning notification if necessary.
16. Conduct investigations of policy violations.
17. Provide crisis intervention to students who are experiencing severe emotional or psychological distress and offer them appropriate on- and off-campus mental health services accordingly.
18. Other Duties As Assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in Social Sciences, Education, Business Administration or related field and 5 year(s) of progressively responsible professional experience with responsibilities for student conduct adjudication, equal opportunity/affirmative action, discrimination and harassment investigations, or Title IX; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the administration of Title IX, equal opportunity/affirmative action, discrimination and harassment investigations, or student conduct adjudication as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with Title IX, Title VII, sexual harassment or other applicable laws and regulations.

4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Strong organization, planning and analytical problem-solving skills.
10. Demonstrated ability to use discretion and good judgment, maintain confidentiality, appropriately handle sensitive material, and work under multiple deadlines.
11. Knowledge of and experience with issues related to gender-based violence or mental health.
12. Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.
13. Demonstrated commitment to diversity and inclusivity, as well as the ability to work with a wide range of constituencies with diplomacy, tact, and sensitivity within a multicultural setting.
14. Demonstrated ability to make decisions based on facts and information provided from reports and other related materials.
15. Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

Desirable Qualifications

1. A Juris Doctorate Degree with experience in employment law or related field.
2. Experience in a post-secondary educational institution that demonstrates knowledge of and direct experience with effectuating EEO, human resources, or student adjudication.
3. Experience in the successful development and implementation of educational and training programs
4. Experience with mediation process.
5. Two (2) years of progressively responsible experience with Title IX.
6. Demonstrated ability to write comprehensive reports of investigations/fact findings in accordance with policies and procedures.

Application Submission: Click on the "Apply" button on the top right corner of the screen to complete an application and attach required documents. Documents include:

1. Graduate and undergraduate transcript(s) showing degree and coursework to date appropriate to the position (Copies of transcripts are acceptable; however, original official transcripts will be required at the time of hire. Academic record/grade summaries will NOT be accepted. Diplomas and copies will NOT be accepted.). Degree documentation (i.e. transcripts and/or certificates) issued from an institution outside the United States of America require a course-by-course analysis with an equivalency statement from an agency having membership with the National Association of Credential Evaluation Services, Inc., verifying the degree equivalency to that of an accredited institution within the USA. Expense of the evaluation shall be borne by the applicant.
2. A brief one-page cover letter explaining how you meet the minimum and desirable qualifications.
3. Three letters of recommendation (optional) attesting to job performance and personal character.
4. Resume

Separate documents and application materials must be submitted for each position. Late or incomplete applications will not be considered. Please REDACT references to social security numbers and birth date on submitted documents. All requested documents/information become the property of Leeward Community College and will not be returned. Note: If you have not applied for a position before using NEOGOV, you will need to create an account.

Inquiries:
808-455-0326

EEO/AA, CLERY ACT, ADA:

The University of Hawai'i is an [Equal Opportunity/Affirmative Action Institution](#) and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran. For more information or inquiries regarding these policies, please refer to the following link: <http://www.hawaii.edu/offices/eoo/eoo-coordinators/>

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawai'i may be viewed at: <https://www.hawaii.edu/titleix/help/campus-security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

In accordance with Article 10 of the unit 08 collective bargaining agreement, bargaining unit members receive priority consideration for APT job vacancies. As a result, external or non BU 08 applicants may not be considered for some APT vacancies. BU 08 members with re-employment rights or priority status are responsible for informing the hiring unit of their status.

Accommodation Request: The University of Hawai'i complies with the provisions of the Americans with Disabilities Act (ADA). Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the EEO coordinator directly. Determination on requests

for reasonable accommodation will be made on a case-by-case basis. For further information, please refer to the following link: <https://www.hawaii.edu/offices/eeo/accommodation-request/>

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/hawaii.edu>

Position #2020-00530
TITLE IX COORDINATOR (POS #80467)
NO

96-045 Ala Ike
Pearl City, HI 96782

uhneogov@hawaii.edu
