University of Notre Dame

Deputy Title IX Coordinator

The University of Notre Dame (http://ND.jobs) is accepting applications for a Deputy Title IX Coordinator.

Applications will be accepted until 8/30/2017.

The Deputy Title IX Coordinator is a full-time administrative position reporting directly to the Manager for Student Title IX Services and Senior Deputy Title IX Coordinator. The Deputy Title IX Coordinators will work closely with the Senior Deputy Title IX Coordinator to ensure compliance with Title IX obligations and serve on the Student Title IX team.

This position will share responsibility for managing the day-to-day responsibilities associated with the University’s Title IX compliance obligations involving students. The Deputy Title IX Coordinator will collaborate with University partners to manage the interim safety accommodations and ensure that students are aware of their options and resources with respect to reporting and filing complaints alleging sexual harassment, sexual assault, and sexual misconduct. The Deputy Title IX Coordinator will be responsible for collecting the relevant facts related to the reported Title IX incident, determining next steps, and acting as investigators, as appropriate. The Deputy Title IX Coordinator will possess a commitment to fostering developmental opportunities consistent with the mission of a Catholic university founded by the Congregation of the Holy Cross.

Case Management:

• Receive and process inquiries and complaints from the campus community and third parties in a timely manner, providing a fair and neutral process for both the complainant and respondent.

• Develop and implement a case management plan for each assigned Title IX incident involving students.

• Collaborate with other campus offices, as needed, to coordinate and execute in a timely manner the University’s response and investigation of complaints as pursuant to Title IX.

• Collaborate with acting Investigator as they manage investigation plans for each Title IX complaint.

• Maintain accurate and thorough records and notes of case management process.
• Work with Resource Coordinators to facilitate accommodations, interim measures, and support services, as appropriate for participants.

• Work with the Office of Community Standards to initiate the disciplinary process, as appropriate.

Investigation Management:

• Serve as investigator for student-related cases alleging sexual harassment including: sexual assault, sexual misconduct, dating violence, domestic violence, stalking, conduct that creates a hostile environment, as well as intimidation, retaliation, and no contact order violation allegations.

• Develop an investigation plan for each assigned case in order to gather relevant evidence.

• Contact all involved parties and interview the impacted complainant(s), respondent(s), and relevant witnesses.

• Act as a neutral party through all aspects of investigation and ensures a prompt, fair, and neutral process for all parties.

• Ensure a well-documented investigative process through maintenance of accurate and thorough records and notes of investigatory process, including file preparation.

• Create comprehensive written investigative reports for the assigned Deputy Title IX Coordinator that clearly identify the issues investigated, summarize the evidence, and make findings under University policy.

• Provide periodic, timely updates regarding the status of complaints received and investigations in progress to appropriate staff.

Additional Responsibilities

• Recruit, train, and provide leadership to staff to serve as Resource Coordinators as appropriate and needed.

• Coordinate Alternate Dispute Resolution efforts

• Assist with annual review of policies and procedures in order to continuously identify and integrate best practices in the Title IX investigation and case management process and advocate for improvements.

• Assist with the development and implementation of a comprehensive university Title IX training program for students, faculty, and staff.
• Assist with assessment efforts for student Title IX program.

• Position includes occasional night and weekend responsibilities.

Minimum Qualifications:

• Master’s degree or a Juris Doctorate

• Minimum 5+ years of progressively responsible experience in a related field

• Knowledge and direct experience with issues related to gender based violence

• Knowledge and direct experience with mediation, alternate dispute resolution, and/or restorative justice practices.

• Experience interviewing complainants, respondents, and witnesses.

• Experience gathering and reviewing documents.

• Strong written and oral communication skills, interpersonal and relationship management skills, and organizational and computer skills.

• Ability to remain neutral and maintain a high degree of confidentiality.

• Ability to understand, interpret, and apply applicable laws and policies.

• Ability to devise and implement procedures for the conducting of investigations and case management.

• Ability to work in a fast-paced environment managing multiple priorities while meeting deadlines.

• Knowledge of and direct experience working with diverse populations, counseling skills, and interpreting federal regulations

• Ability to effectively work and communicate with diverse populations with cultural competence and sensitivity.

Preferred Qualifications:

ABOUT NOTRE DAME:
The University of Notre Dame, founded in 1842 by Rev. Edward F. Sorin, C.S.C., of the Congregation of Holy Cross, is an independent, national Catholic university located in Notre Dame, Ind. For the fifth consecutive year, the University of Notre Dame has received Honor Roll distinctions as one of the top 10 higher education workplaces in the
country in the Chronicle of Higher Education’s annual "Great Colleges to Work For" survey...and we are proud of it!

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

APPLICATION PROCESS:
Please apply online at http://ND.jobs to Job # http://apprtkr.com/1067087. For additional information about working at the University of Notre Dame and various benefits available to employees, please visit http://hr.nd.edu/why-nd. The University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program in place to assist relocating spouses and significant others with their job search.

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