

Title IX Coordinator and University Compliance Officer

Vincennes University is accepting applications for the Title IX Coordinator and University Compliance Officer.

The Title IX Coordinator and University Compliance Officer, reporting to the VP of Government & Legal Affairs, is responsible for leading the University's efforts to develop, implement, and monitor policies in compliance with state and federal laws and regulations regarding Title VII, Title IX, Violence Against Women Act, Campus SaVE Act, Clery Act, ADA, FERPA, HIPAA, and all other relevant legislation and Office of Civil Rights directives. Responsibilities include monitoring and enforcing the Civil Rights and Sexual Misconduct Policies; coordinating the prompt, effective, and equitable investigation and timely resolution of complaints; leading education, training, prevention, and awareness efforts for students, staff, faculty, and visitors. This position will coordinate all reporting related to relevant state and federal requirements.

Primary Duties and Responsibilities:

- Develop, implement, update, and serve as principal coordinator of policies, procedures, and programs related to compliance with Title VII, Title IX, Violence Against Women Act, Campus SaVE Act, and other civil rights related laws and regulations. Ensure all policies comply with both Indiana and federal laws and regulations.
- Oversee and coordinate the intake and investigative process by ensuring that it is prompt, effective, and equitable. Provide case management services (intake, referral, communication, and ongoing support) in addressing complaints, including record keeping of intakes, referrals, appointment, and supervision of investigators, oversee efforts involving the investigation and hearing, and timely notice and communication with complainants, respondents, and other parties.
- Oversee the administration of Title IX complaint procedures and coordination of supportive measures for Complainants and Respondents.
- Coordinate the planning and delivery of training programs related to issues of non-discrimination in education, FERPA, data privacy, and employment for members of the campus community. Maintain federally compliant training logs for all personnel engaged as investigators or hearing panel members for Title IX matters.
- Advise and collaborate with appropriate stakeholders, including the President, Dean of Students, Human Resources, the Provost, on the status of initiatives, compliance, pending matters, challenges, and resource needs.
- Ensure that a notice of nondiscrimination is consistently posted in bulletins, announcements, publications, catalogs, application forms and recruitment materials distributed to students, employees, visitors, and applicants for admission or employment.
- Ensures the institution maintains accurate files of all complaints and other records regarding institutional compliance, including annual reports and Affirmative Action Plan. Review and synthesize data and prepare reports related to assigned projects and/or responsibility area including state and federally mandated reports including the Annual Security and Fire Safety Report.
- Ensure that the University community is sufficiently aware and knowledgeable of who the Title IX Coordinator and Affirmative Action Officer is and how to contact them both during and after regularly scheduled work hours.
- Conduct periodic review of all educational and training materials
- Review and update policies in the University Manual to ensure they effectively comply with all federal and state legislation.
- Serve on University Diversity and Inclusion Committee and University Data Privacy Committee.
- Complete other duties as assigned.

Required Qualifications:

- A bachelor's degree in a relevant discipline
- A minimum of three (3) years of professional experience in Civil Rights, Civil Rights compliance, litigation, Title IX, student affairs, or higher education
- Strong communication skills, both verbal and analytical writing
- Knowledge of state and federal equal opportunity and non-discrimination laws and regulations, including Title IX, Title VII, and other applicable laws and regulations regarding sexual harassment
- Experience working with highly confidential information and addressing the needs of a diverse community on sensitive topics
- Ability to determine, apply, and explain the appropriate legal standard in assessing and investigating allegations of discrimination, harassment, or retaliation

Preferred Qualifications:

- Experience as a Title IX Coordinator
- Juris Doctor or Master's degree in higher education administration, human resources, criminal justice or a related field
- Administrative experience in higher education, nonprofit, or public sector organizations which include successful development and implementation of educational and training programs
- Strong presentation and facilitation skills
- Understanding of Maxient software system
- Professional experience conducting investigations in a higher education, non-profit, or other relevant setting