



JOB INFORMATION

Job Code	EB41
Job Description Title	Title IX/EEO Investigator
Pay Grade	HR11
Range Minimum	\$64,150
33rd %	\$81,250
Range Midpoint	\$89,810
67th %	\$98,360
Range Maximum	\$115,460
Exemption Status	Exempt
Approved Date:	4/6/2021 3:14:06 PM
Legacy Date Last Edited	8/28/2018

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Equal Employment

JOB SUMMARY

Responsible for investigating complaints regarding the violation of Title IX guidelines and of University policies on sexual misconduct, gender-based misconduct, harassment, and related incidents. Determines whether a violation has occurred and, if applicable, appropriate sanctions.

RESPONSIBILITIES

- Responsible for the writing of a series of reports required throughout the investigatory process including, but not limited to, the Preliminary Report, Notice of Responsibility/Non-Responsibility, and Final Investigation Report, ensuring information is presented accurately and in an impartial and objective manner. Determines findings and sanctions based on case-specific information, precedent, and inherent fairness in accordance with relevant policies and procedures while weighing the credibility of involved parties and considering mitigating and exacerbating factors.
- Conducts interviews of all parties involved in violation complaints including, but not limited to, complaining student or employee, responding student or employee, witnesses, and any other critically involved party while ensuring only lawful and relevant questions are asked. Seeks and reviews all relevant information and takes detailed notes of information to be used in documentation and official reports of the case.
- Conducts training for employees and students on University policies on sexual misconduct, gender-based misconduct, harassment, and related incidents as well as their rights and obligations associated with the policies.
- Represents the Office of AA/EEO at Graduate Assistant Orientation, Housing Resident Assistant Orientation, and the New Faculty Orientation Resource Fair by providing information regarding Title IX and the University's policies on sexual misconduct, gender-based misconduct, harassment, and related incidents. Presents to and speaks with parents and students about Title IX at each of Camp War Eagle's Resource Fairs.
- Maintains advanced knowledge of guidelines set forth by Title IX of the Education Amendments of 1972 and Titles VI and VII of the Civil Rights Act of 1964 as well as all University policies pertaining to civil rights protections.
- Coordinates with law enforcement and attends court hearings, if applicable based on varying factors which may occur during case investigation.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	In Education, Human Resources, Business Administration, Business Management, or related field. Juris Doctorate preferred	And	2 years of	Experience in higher education conduct management, whether for students or employees; interpreting policy language; working with and maintaining confidential records and information; and writing detailed reports. A Juris Doctor (J.D.) or Ph.D. will be considered in lieu of experience.	

Substitutions Allowed for Education	Yes
<i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i>	
Substitutions Allowed for Experience	Yes
<i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i>	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of Title IX of the Education Amendments of 1972 and Titles VI and VII of the Civil Rights Act of 1964, as amended.	
Knowledge of University policies pertaining to civil rights protections.	
Knowledge of current federal guidance regarding Title IX, Title VI, and Title VII.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.