
Auburn University Job Description

Job Title: **Title IX/EEO Investigator**

Job Family: No Family

Job Code: **EB41**

Grade HR11 \$59,500 - \$107,100

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Coordinates with law enforcement and attends court hearings, if applicable based on varying factors which may occur during case investigation.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Education, Human Resources, Business Administration, Business Management, or related field. Juris Doctorate preferred.
Experience (yrs.)	2	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:

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.

Substitutions 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.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 8/28/2018
