

Sexual Misconduct Investigator

Posting Details

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Position Number: 120500
Title: Coordinator
Functional Title: Sexual Misconduct Investigator
Category Status: 33-Exempt Regular
Applicant Search Category: Staff
University Authorized FTE: 1.00
Unit: SVPAAP-Office on Sexual Misconduct & Title IX Compliance

Campus/College Information: Founded in 1856, University of Maryland, College Park is the flagship institution in the University System of Maryland. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Position Summary/Purpose of Position: Reporting to the Title IX Officer, the Sexual Misconduct Investigator works with the Assistant Director of the Compliance Office (Lead Title IX Investigator), in responding to complaints of sexual misconduct, as defined under the University's Sexual Misconduct Policy. The primary responsibility for this position is coordinating the daily responsibilities associated with conducting investigations into incidents of sexual misconduct and when necessary, complaints of discrimination based on a protected class such as race, religion, national origin, disability, age and/or sex. The Sexual Misconduct Investigator will conduct a prompt and thorough investigation, which includes: developing an investigative plan for complaints and incident reports; contacting all involved parties and providing them with information about the investigatory process; ensuring a well-documented investigation process; analyzing information and working with the appropriate university offices during the course of investigations; and maintaining accurate and thorough investigatory files and reports. The Sexual Misconduct Investigator will function as a member of the Compliance Office team and will assist, as needed, with campus training, reporting, campus programming and outreach, and other duties as assigned.

Minimum Qualifications: Bachelor's degree is required. A minimum of four years of progressively responsible experience is required, which should include experience in conducting investigations and in complaint and grievance resolution. A J.D. degree with one year of relevant experience can be substituted for the experience requirement.

Demonstrated knowledge of and ability to interpret federal and state equal opportunity and non-discrimination laws and regulations, including Title IX, Title VII, Title VI, the Americans With Disabilities Act and Section 504 of the Rehabilitation Act, and other applicable laws and regulations is required.

A successful candidate must have strong organization, planning, analytical and problem resolution abilities and excellent interpersonal skills with ability to remain neutral.

Preferences: Professional experience investigating and resolving civil rights complaints.

Experience in higher education, particularly in the practice of employment law as applied in this unique setting.

Fluency in Spanish.

Additional Certifications:

Additional Information:

Posting Number: E0004859
Posting Date: 10/08/2014

Closing Date: 10/22/2014

Open Until Filled

Best Consideration Date

Diversity Statement:

The University of Maryland, College Park, actively subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of References

Optional Documents

None

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?
 - o UMD Job Site
 - o Personal Referral
 - o Washington Post
 - o Baltimore Sun
 - o Local Publication
 - o Chronicle of Higher Education
 - o Inside Higher Education
 - o INDEED
 - o HERC
 - o Hispanic Outlook
 - o Diverse Jobs
 - o HigherEdJobs
 - o Professional Journal
 - o Listserv
 - o Other
 - o SimplyHired
 - o CareerBliss
 - o Job Fairs