

Title IX Investigator

Position Information

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Position Title	Title IX Investigator
Working Title	Title IX Investigator
Department	120010-General Counsel
Pay Rate	\$5,000/month
FTE	1.0
FLSA	Exempt
Position Number	997445
Classification	CJS15

Special Instructions to Applicants: A complete UCM application for employment, cover letter, resume and list of 3 professional references are required. Incomplete applications will NOT be considered.

This position will remain open until filled however application materials received by 07/03/2015 will be given priority consideration.

Working hours: Monday-Friday; some evenings/weekends as needed.

Bargaining Unit No

Posting Date 06/11/2015

Closing Date

Open Until Filled Yes

Position Purpose The investigator assists in resolving complaints of sexual misconduct, sexual harassment, hostile environment, gender-related violence including stalking and intimate partner violence, and protected class discrimination and harassment involving undergraduate students, graduate students and employees at the University of Central Missouri.

The investigator will work closely with the Student Experience & Engagement, the Office of Public Safety, Human Resources and the Office of General Counsel to conduct investigations of Title IX complaints

When a complaint is filed, the investigator will conduct a prompt and thorough investigation and maintain thorough records of all proceedings. The investigator acts as a neutral party during the investigation and provides a detailed, unbiased report regarding the findings of the investigation including a determination about policy violation.

The investigator will also conduct non-Title IX investigations into harassment, discrimination, institutional compliance and other complaints as needed.

Education & Formal Training

Other Education & Formal Training Bachelor's degree in student personnel administration, educational administration, counseling, or related field required.

Master's degree in student personnel administration, educational administration, counseling, or related field preferred.

Computer Skills Word-Processing, Spreadsheet, Presentation

Experience Three (3) years of experience conducting investigations alleging discrimination based on sex, including sexual harassment, sexual assault, and sexual violence, is required. Five (5) years is preferred.

Experience in student conduct or an office of discrimination and harassment is highly preferred.

Experience working with college students is preferred.

Professional experience conducting investigations in a University setting is preferred.

Other Experience

Licenses, Certificates, Registrations, & State/Federal Requirements of Position: Police background check, Criminal History check, Driver's license

Other Licenses, Certificates, Registrations, & State/Federal Requirements

Special Skills, Abilities, and Knowledge: Attention to detail, Human Relations/Interpersonal skills, Leadership skills: organization/meeting facilitation/project leadership, Management and/or administration skills, Maintain confidentiality

Other Special Skills, Abilities, and Knowledge Sensitivity to student development and needs/interests of students.

Understanding the interaction of a diverse student population.

Knowledge of statistical analysis in the preparation of reports and analysis of programs.

Excellent judgment with the ability to manage highly sensitive and confidential information.

Strong skills in the areas of conflict resolution, problem solving techniques, interviewing and investigation.

Strong analytical skills and the ability to assess and negotiate complex, highly sensitive situations.

Exceptional critical thinking skills demonstrated by the ability to analyze information, evaluate results, and facilitate resolution of difficult challenges, including the ability to handle issues of complex and extreme sensitivity.

Ability to manage multiple, on-going and complex caseload of Title IX-related incidents and complaints.

Skill in writing concise, logical analytical reports to convey complex issues.

Ability to maintain neutrality in emotionally charged matters and work under stress.

Demonstrated commitment to diversity and success in working with diverse constituencies, both domestic and international, to support an inclusive campus environment.

Strong and effective interpersonal skills; the ability to listen well and demonstrate sensitivity to and respect for individual needs.

Ability to work as part of a University—wide community to resolve complaints in a neutral and sensitive manner.

Ability to establish and maintain professional and productive working relationships with staff at all levels at the University.

Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.

Ability to read and interpret complex legal documents to evaluate their impact on University policy and procedures.

Clear knowledge and understanding of nondiscrimination laws and compliance regulations including Title IX, due process protections as they apply to Student Conduct proceedings, the Clery Act, VAWA and FERPA.

Ability to act independently, take initiative and exercise sound judgment.

Specify sensory abilities:

Physical & Environmental Factors:

Other Physical & Environmental Factors

Lifting weight

Special Working Conditions: On call/standby work required, Travel required, Irregular work hours, Professional appearance, Work in stressful conditions

Other Special Working Conditions Ability to work some evenings and weekends as necessary.

Ability to Keyboard No keyboarding test required.

Special Qualifications:

Other Special Qualifications

Supplemental Questions

Required fields are indicated with an asterisk (*).

Required Documents

Required Documents

1. Cover Letter
2. Resume
3. References

Optional Documents

None