

Title IX and CARE Team Case Manager

Position Information

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Position Title	Title IX and CARE Team Case Manager
Working Title	Title IX and CARE Team Case Manager
Department	300010-Vice President for Student Affairs
Pay Rate	\$3,333.33/month
FTE	1.0
FLSA	Exempt
Position Number	997444
Classification	CJS14

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 Serve as Case Manager for students referred by campus CARE Team, including but not limited to working with students who have been assaulted, students demonstrated alarming or unusual behavior, students who are depressed, not mentally well or who have engaged in self-harming behaviors.

Supervise, train and evaluate 1 graduate assistant. Identify, train, supervise and evaluate approximately 50-55 volunteers.

Serve as deputy administrator for the university's Maxient software with time sensitive responsibilities related to critical and sensitive campus concerns when the Associate Vice Provost for Student Services is unavailable. Evaluate negative patterns of behavior to prevent escalation of concerns. Use Maxient software to identify "High Risk and "At Risk" students.

Develop and maintain program-related websites and interactive webforms to facilitate reporting of campus concerns including academic matters, disruptive student behaviors, FERPA and Clery issues, as well as Title IX concerns.

Education & Formal Training

Other Education & Formal Training Bachelor's degree in college student personnel administration, secondary education, guidance/counseling, psychology or related field required.

Master's degree in college student personnel administration, secondary education, guidance/counseling, psychology or related field preferred.

Computer Skills

Word-Processing, Spreadsheet, Presentation, Web Page Maintenance, Other - Familiarity with Maxient and Banner preferred.

Experience

Two (2) years of experience resolving student complaints.

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

Experience investigating cases of interpersonal violence preferred.

Knowledge of complexities surrounding investigations in a college setting 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, Budget-related skills, Communication skills, including oral, written, and/or nonverbal, Human Relations/Interpersonal skills, Leadership skills: organization/meeting facilitation/project leadership, Supervisory skills, including motivation, delegation of duties, evaluation, etc, Management and/or administration skills, Maintain confidentiality

Other Special Skills, Abilities, and Knowledge

Ability to interact with a diverse population.

Knowledge of academic degree programs in an educational setting preferred.

Demonstrate knowledge of counseling preferred.

Ability to make oral presentations to small or large groups.

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, Irregular work hours, Professional appearance, Work in stressful conditions

Other Special Working Conditions

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. References
3. Resume

Optional Documents

None