

Job Code:.....101232
Position#:(PSA)(E)
Developed by:..... AMC
Reviewed by:..... DLJ/LMK
Approved by:.....AMC
Date: 09/30/2021

UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION

TITLE: Deputy Title IX Coordinator for Outreach, Education, and Training

DIVISION: Administration and Finance (Enterprise Risk Management)

REPORTS TO: Title IX Coordinator

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GRADE: 12

SUPERVISES: N/A

BASIC FUNCTION:

Work with Title IX Coordinator to ensure institutional compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act ("Title IX"), the Violence Against Women Act Reauthorization of 2013 ("VAWA"), the Campus Sexual Violence Elimination Act ("Campus SaVE"), and other related federal and state laws. In the discharging the duties of the position, work closely with the Title IX Coordinator, the Office of Human Resources, the Office of the Provost, the Office of Student Conduct, and other University administrators to ensure that appropriate and adequate education, training, and resources are available to the campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as an assistant to the Title IX Coordinator by providing subject-matter expertise on requirements of and compliance with Title IX, VAWA, Campus SaVE, and related federal and state laws.

Assist the Title IX Coordinator with the University's Title IX efforts, including the development, implementation, and monitoring of appropriate disclosures, policies, procedures, and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of Title IX complaints.

Monitor compliance with all procedures, requirements, and time frames outlined in the University's Policy on Sexual Misconduct and accompanying procedures.

Meet with assigned complainants and respondents to provide information regarding the University complaint process, available resources, interim measures, and reporting and resolution options.

Assist with implementing interim and supportive measures for students, staff and faculty members as required under VAWA/Title IX.

Responsible for, with oversight by the Title IX Coordinator, coordinating and developing Title IX education and training for the University.

Provide training sessions to University faculty, staff, and students regarding prevention of and response to sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking.

Assist campus partners in the development and/or implementation of University climate surveys pertaining to sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking.

Identify gaps and opportunities to increase/enhance current Title IX training and programming, particularly for continuing, graduate, part-time and non-traditional students.

Participate in the maintenance and updating of content for the University's Title IX webpage.

Collaborate with the University's Department of Public Safety to ensure accuracy in reporting annual crime statistics, as required by the Jeanne Clery Act.

Promote awareness and educational events and activities related to Title IX via social media, web pages, and other venues.

Serve on University committees as requested.

Contribute to an environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

Maintain current knowledge of Title IX and other federal and state civil rights laws and regulations, develop professional contacts with colleagues, and attend professional development courses and trainings to ensure a full understanding of the legal requirements and best practices related to compliance with Title IX, VAWA, Campus SaVE, and other related federal and state laws.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of five years of experience in developing and presenting educational and training programs; Demonstrated experience working with federal and state laws, including Title IX, VAWA, Campus SaVE, etc.; Demonstrated organizational skills; Demonstrated presentation skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills, Demonstrated ability to communicate effectively in a university environment; Demonstrated ability to work independently in a time-sensitive environment; Demonstrated ability to work with individuals from a variety of backgrounds (i.e., victims of sexual assault, domestic violence, or other types of trauma); Demonstrated computer application skills (i.e., word processing, spreadsheet, file management, web page development and maintenance); Demonstrated ability to multi-task and meet responsibilities/commitments in a deadline-driven environment; Demonstrated knowledge of and skills to engage with those of other cultures or backgrounds; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Advanced degree in Student Affairs-related field (e.g., counseling, criminology, social work, sociology).

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.