

JOB INFORMATION

Effective Date	3/3/2022
Job Code:	3356
Job Title:	Title IX/Equal Opportunity Officer
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	The Title IX and Equal Opportunity Officer is responsible for collecting the relevant facts related to incidents reported and assessing whether further review or investigation is necessary to guarantee the safety of the impacted party(ies) and the community. As a neutral party, the Title IX and Equal Opportunity Officer will ensure alleged discrimination is promptly and appropriately investigated, including notifying and interviewing complainants, respondents, and witnesses; obtaining and reviewing relevant documents and issuing factual findings and recommendations.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Doctoral Degree	Juris Doctorate degree required.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum of five (5) years of progressively responsible experience in a related field; experience in conducting investigations alleging discrimination in a higher education environment; proven history of higher education inclusive excellence.	Required	or
Progressive	Experience in developing and presenting training workshops for faculty, staff, and students, particularly dealing with Title IX compliance and investigations; Experience managing a departmental budget; Supervisory experience; Experience communicating with diverse constituencies in individual and group settings; Proven experience with ADA and Section 504; Knowledge of criminal law.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of state and federal civil rights laws and regulations including Title IX, Title VI, VAWA.	Proficient
• Knowledge of best practices as they relate to institutions of higher education compliance with Title IX and VAWA.	Proficient
• Skilled in trauma-informed communication, managing change, and building consensus with strong conflict resolution, de-escalation, and mediation expertise.	Proficient
• Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.	Proficient
• Strong written communication skills.	Proficient
• Demonstrated ability to use discretion and excellent judgment, maintain confidentiality, exercise patience, and work under multiple deadlines while maintaining strong attention to detail.	Proficient
• Demonstrated ability to collaborate, identify opportunities, and take action to build effective cross-functional relationships in order to achieve institutional goals.	Proficient
• Ability to manage multiple, on-going and complex caseload of Title IX related incidents and complaints.	Proficient
• Strong interpersonal skills.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Serves as the primary compliance officer for state and federal laws relating to sexual harassment and violence prevention.	20%
• Receives and processes inquiries pertaining to Title IX and Title VII violations. Responsible for formal and informal investigations of complaints based on race, sex, age, color, religion, national origin, disability, genetic information, sexual orientation, gender identity or status, gender expression and veteran status, including complaints of sexual harassment and/or sexual assault, as well as related grievance procedures.	20%
• Maintains a case management database to organize, manage and track Title IX and Title VII incidents. Writes comprehensive reports of investigations with findings of fact and recommendation(s).	5%
• Informs and counsels campus leadership of requirements regarding Affirmative Action/Equal Employment Opportunity (AA/EEO) and nondiscrimination issues.	10%
• Collaborates with the UH System Assistant Vice Chancellor for Equal Opportunity Services in developing the University's Affirmative Action Plan (AAP).	5%
• Trains faculty and staff search committees and serves as a resource in matters of AA/EEO.	5%
• Creates, modifies, and oversees programs as required by law, regulation or agreement relating to sexual harassment and violence prevention.	10%
• Effectively communicates services and training programs related to Title IX, sexual harassment and other non-discrimination issues to the University community.	10%
• Identifies and integrates best practices in the Title IX investigation arena into knowledge base and practice.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	To related events as needed.