

JOB INFORMATION

Effective Date	9/21/2022
Job Code:	3355
Job Title:	Title IX Investigator
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Legal
Job Family:	Compliance
Job Summary	The Title IX Investigator reports directly to the university Title IX Coordinator to ensure institutional compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Violence Against Women Act Reauthorization of 2013 (VAWA), the Campus Sexual Violence Elimination Act (Campus SaVE), UH-SAMs and other related federal and state laws across the UHCL, Pearland and TMC campuses. In executing the duties of the position, the Title IX Investigator works closely with UH-System Office, the UH Office of General Counsel, the UHCL Office of Human Resources, the UHCL Office of the Provost, the Dean of Students, and other UHCL administrators.

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	
Bachelor's Degree		Required	
Doctoral Degree	Juris Doctorate	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum three years of experience working with Title VII and/or Title IX.	Required	
Some	Four years of related experience in a higher education setting.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Licensed Attorney	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of Title VII and Title IX and associated regulations. 	Skilled
<ul style="list-style-type: none"> Must have professional and effective oral and written communication skills including skill in writing concise, logical and analytical reports to convey complex issues. 	Proficient
<ul style="list-style-type: none"> Skilled in using Microsoft Office, specifically Word, Excel, and PowerPoint. 	Basic
<ul style="list-style-type: none"> Skills in collaborating with personnel from other departments. 	Skilled
<ul style="list-style-type: none"> Ability to produce high quality work products with attention to detail. Excellent interpersonal skills, including the demonstrated ability to listen well and demonstrate sensitivity to and respect for individual needs. Ability to maintain neutrality and work under stress. 	Skilled
<ul style="list-style-type: none"> Ability to learn new software programs related to field of work. 	Skilled
<ul style="list-style-type: none"> Excellent critical thinking skills, including the demonstrated ability to analyze information, evaluate results, and facilitate resolution of difficult challenges while maintaining strict confidentiality and sensitivity. 	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Meets with assigned complainants and respondents to provide information regarding the University complaint process, available resources, interim measures, reporting and formal complaint filing and resolution options. 	25%
<ul style="list-style-type: none"> Investigates and helps to ensure timely resolution of assigned reports of discrimination and sexual misconduct and sexual harassment involving members and visitors of the university community. 	20%
<ul style="list-style-type: none"> Serves as point of contact and to assist the Title IX Coordinator/Equal Opportunity Officer by providing subject-matter expertise on requirements of and compliance with Title VII and IX, VAWA, Campus SaVE, UH-SAMs and related federal and state laws. 	15%
<ul style="list-style-type: none"> Facilitates and maintains a comprehensive case management system (I-Sight) that includes each reported complaint involving sex discrimination, sexual misconduct (and ALL misconduct related to Title VII and IX), sexual harassment, domestic violence, dating violence, and stalking. 	10%
<ul style="list-style-type: none"> Assists the Title IX Coordinator with the university's Title IX and civil campus engagement efforts, including the development, implementation, and monitoring of appropriate training, disclosures, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of Title VII and IX complaints (per UH-SAMs). 	5%
<ul style="list-style-type: none"> Provides training sessions to UHCL, Pearland and Texas Medical Center (TMC) campuses and campus community constituents regarding prevention of and response to sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking. 	5%
<ul style="list-style-type: none"> Collaborates with the University's Police Department to ensure accuracy in reporting annual crime statistics, as required by the Jeanne Clery Act. 	5%
<ul style="list-style-type: none"> Promotes awareness and educational events and activities related to Title VII & IX via social media, web pages, and other venues. 	5%
<ul style="list-style-type: none"> Participates in self-directed professional reading, develops professional contacts with colleagues, and attends professional development courses and trainings to ensure a full understanding of the legal requirements and best NEXT practices related to compliance with Title VII & IX, VAWA, Campus SaVE, UH-SAMs and other related federal and state laws. 	5%

Essential Functions

Essential Function	% TIME
• 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			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description