



Assistant Director, Title IX (Centralized) Job Description

JOB INFORMATION

Job Code:	117223
Job Title:	Assistant Director, Title IX (Centralized)
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.; May oversee student, temporary and/or resource workers.
Job Family:	Equity And Diversity
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists in directing the operations of the Office of the Title IX Coordinator. Participates in directing the coordination, implementation, management and delivery of services. Conducts investigations regarding Title IX matters for the university. Reviews,

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	Or
X		Doctorate		
X		Juris Doctor (JD)		

Additional Education

Check here if experience may substitute for some of the above education.

☒ Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

☐ Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related experience in Title IX field in an educational institution or large organization.
X		Thorough knowledge of state and federal laws, regulations and personnel policies and procedures governing discriminatory practices and equal opportunities.
X		Knowledge of complaint procedures.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated analytical and/or problem solving capabilities and strong writing skills.
X		Ability to conduct interviews and investigations.
X		Ability to present ideas clearly and effectively, both orally and in writing.
X		Experience in human resources or in supervisory role.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in directing the coordination, implementation, delivery of services and management of Office of the Title IX Coordinator. Researches and identifies trends and needs and assists with establishing program and department direction. Participates in determining Title IX priorities and allocating resources accordingly.				
Provides guidance, direction and training to staff, as assigned. Counsels and offers guidance as requested or assigned. Reviews and endorses or makes recommendations for hiring, discipline, raises, as necessary. Provides performance appraisals for staff and determines need for disciplinary action, as requested. May oversee student workers or temporary employees.				
Assesses existing utilization of investigatory methods, processes and procedures for adequacy and related policies for regulatory compliance and best practices. Recommends enhancements or modifications, as required. Maintains current knowledge on existing and pending legislation related to field. Ensures investigatory methods, processes and procedures reflect and comply with the most recent standards and regulations.				
Reviews and assesses departmental operations and services for effectiveness and efficiency. Recommends changes as needed to improve delivery of services. Makes recommendations regarding departmental operating and administrative policies, procedures and processes, as needed. Ensures staff and university community are kept informed of changes and updates.				
Conducts investigations regarding Title IX matters for faculty, staff and/or students. Performs independent analyses and evaluation of findings. Assists with recommending to schools and/or departments establishment of internal procedures to improve compliance adherence, as needed. Creates comprehensive written reports.				
Advises and directs staff regarding revision or modifications of reports, correspondence and/or documentation, as needed.				
Maintains confidential case files. Prepares various detailed written reports and documentation, as necessary. Has authority to close cases in absence of Director, or as assigned.				
Serves as an expert on Title IX matters. Provides advice and guidance to faculty, staff and/or students on discriminatory practices and equal opportunity matters. Communicates standards, guidelines, policies and procedures. Interprets and applies applicable internal policies and procedures as applied to university, faculty, staff and/or students' employment or academic problems, conflicts and resolutions.				
Identifies training needs for faculty, staff and/or students as reflected by problems, issues, situations or complaint trends. Makes recommendations to appropriate parties, as necessary.				
Participates in directing the development, maintenance and enhancement of automated or manual systems and procedures to support operations. Recommends enhancements to automated or manual systems, as needed.				
Stays informed of development in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.