



Associate Vice President, EEO-TIX/Deputy Title IX Coordinator Job Description

JOB INFORMATION

Job Code:	199126
Job Title:	Associate Vice President, EEO-TIX/Deputy Title IX Coordinator
FLSA Status:	Exempt
Supervisory:	
Job Family:	Senior Management
Job Family Group:	Administration
Management Level:	3 Executive

JOB SUMMARY

Supervises EEO-TIX staff and ensures a timely, comprehensive, and appropriate response to all reports of protected class discrimination, harassment, and retaliation involving faculty, staff, students, and third parties. Supervises formal and alternative r

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	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		7 years	
	X	10 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		Extensive experience in Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Violence Against Women Act (VAWA), Clery, Title VII, Family Education and Privacy Act (FERPA), and related civil rights in higher education and employment law and policy.
X		Significant experience managing Title IX and other civil rights-related investigations in higher education and employment.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Supervisory and management experience.
X		Experience developing, facilitating, and evaluating educational and training programs in the area of civil rights.
	X	Experience in a higher education, judicial, or regulatory compliance setting.
	X	Experience in conducting alternative resolutions (e.g., mediation, alternative dispute resolution).
	X	Supervisory and management experience with respect to managers and/or civil rights investigators.

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
Supervises the work and professional development of EEO-TIX staff.				
Ensures the timely, empathetic, comprehensive, and appropriate response to all reports of protected class discrimination, harassment, and retaliation involving faculty, staff, students, and third parties. Supervises prompt, fair, thorough formal and alternative resolutions, including live hearings, in consultation with the Vice President, EEO-TIX/Title IX Coordinator.				
Represents EEO-TIX in community meetings and initiatives upon request of VP EEO-TIX/Title IX Coordinator. Serves as acting Title IX Coordinator in the absence of the Title IX Coordinator.				
Develops and conducts training for EEO-TIX team members and faculty, staff, and students regarding applicable civil rights laws and university policies. Assists VP for EEO-TIX and Title IX Coordinator with database management efforts, campus climate surveys, and other initiatives to support the work of the EEO-TIX team and the mission and values of the university, in particular those designed to promote an inclusive community.				
Maintains currency of trends and developments in law and policy affecting civil rights in higher education and serves as a subject matter expert. Develops and maintains close collaborations with a broad cross section of university stakeholders.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
Campus Security Authority (CSA)			Essential:
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.