



Title IX Coordinator & Discrimination, Harassment, & Retaliation (DHR) Prevention Administrator

Review (Revised): Open Until Filled

(Job #17-88) Title IX Coordinator & Discrimination, Harassment, & Retaliation (DHR) Prevention Administrator (Administrator II). This is a full time, 12-month, exempt position reporting to the Vice President for Student Affairs. Salary and classification is commensurate with qualifications and experience. This position is an Administrator II in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information, including benefits package, can be found at <http://www.calstate.edu/HRAdm/policies/mpp.shtml>

Position Summary: Under the direction of the Vice President for Student Affairs, the University's Title IX Coordinator and DHR Prevention Administrator is a hands-on leader responsible for developing, implementing, monitoring, and coordinating the campus-wide implementation of and compliance with Title IX and all related California State University Executive Orders. Such efforts will include coordination of training, education, communications and administration of complaint procedures for faculty, staff, students and third parties. This position is responsible for University compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act, the Violence Against Women Act Reauthorization of 2012 (VAWA), and CSU system wide and University policies prohibiting discrimination, harassment, and retaliation and all other Office for Civil Rights directives.

Duties: The following tasks are representative of the responsibilities of this position.

Title IX Coordination and Discrimination, Harassment, and Retaliation Prevention Administration in accordance with CSU Executive Orders 1095, 1096, 1097 & 1098 (and subsequent iterations as revised):

- Monitoring and overseeing campus implementation of Title IX and DHR prevention compliance
- Oversight of Title IX investigations, including allegations of sexual violence, discrimination, harassment, and retaliation
- Meeting with complainants on a regular basis to determine what interim steps are necessary and ensuring that such steps are taken
- Developing educational programs and training materials relating to sexual harassment and sexual violence
- Regularly assessing student activities and campus wide events to ensure that the practices and behaviors do not violate policies against sexual harassment and violence or other discrimination
- Preparing reports for the Vice President for Student Affairs and the Chancellor's Office
- Serving as the University's central resource on issues related to discrimination, harassment, retaliation, sexual violence, sexual and gender-based harassment, sexual misconduct, domestic and dating violence, and stalking – ensuring a fair and neutral process for all parties
- Implementing and recommending relevant campus policies related to areas of responsibility

Investigation of complaints alleging violations of University policies prohibiting sexual violence, sexual misconduct, domestic and dating violence, and stalking:

- Fact-finding, including interviewing the complainant, respondent, and potential witnesses, assessing the credibility of witnesses, drawing conclusions, preparing detailed written investigatory reports, and making recommendations for action
- Assessing whether interim remedies are necessary for complainant, pending completion of investigation
- Interpreting policies, analyzing situations, and logically coming to conclusions under the preponderance of evidence standard
- Engaging in informal dispute resolution
- Maintaining well documented, completed files and documentation
- Overseeing other campus investigators and facilitating the use of outside investigators when appropriate

Education, training, and outreach:

- Overseeing, developing, and providing education, training, and outreach programs to campus community on Title IX-related topics.

- Providing or recommending training to deputy Title IX coordinators, investigators, and other campus employees with Title IX responsibilities.

Other functions:

- Keeping current with changes in system-wide policies and federal and state policy changes that affect the scope of responsibilities
- Serving on committees, task forces, and advisory boards, programs, and projects as assigned
- Performing other job-related duties and special projects as assigned

Minimum Qualifications:

- Bachelor's degree from an accredited university
- Minimum of three years of experience directly related to the duties and responsibilities specified
- Demonstrated skill, cultural competency, and sensitivity to interact and collaborate with diverse constituencies of various ethnic, social, cultural, economic and educational backgrounds

Knowledge, Skills & Abilities:

Knowledge of:

- Title IX and federal, state, and local equal opportunity and non-discrimination laws and regulations – and ability to interpret same
- Principles, laws, and regulations related to equal employment opportunity and non-discrimination
- CSU policies, procedures, and practices related to employment and affirmative action – or ability to quickly learn same

Skills:

- Demonstrated skill in presenting complex and emotionally charged material in an understandable and objective writing style
- Evidence of excellent problem solving, conflict resolution, interpersonal communication, verbal, and written skills

Ability to:

- Gather and analyze data, conduct investigations, make witness credibility assessments, reason logically, and draw valid conclusions
- Handle confidential and sensitive matters with discretion and neutrality
- Prepare complex reports and make effective presentations
- Independently interpret, analyze, apply, and explain highly complex laws, regulations, guidelines, and policies related to equal opportunity, non-discrimination, and affirmative action programs
- Handle multiple, competing priorities in a well-organized and focused manner
- Establish and maintain positive and professional working relationships with a diverse population
- Exercise independent and mature judgment, maintain objectivity, and safeguard confidential and sensitive information
- Maintain a sense of urgency in approaching responsibilities and consult appropriately with supervisor and other campus leadership when appropriate



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-88) in the subject line of the email.

Application Deadline: This position is open until filled.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3312

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: August 30, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



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