

TITLE IX SPECIALIST

CLASS SUMMARY

Under direction – performs difficult and specialized clerical work requiring detailed knowledge of a department’s procedures, policies, and precedents; supplies information involving facts and interpretations; initiates and completes difficult tasks independently; assumes responsibility for special projects and prepares related reports; assists in research for special reports; provides administrative support and coordination of projects, collecting and maintaining data records for research and reporting related to Title IX complaints, investigations, training, and overall compliance.

REPRESENTATIVE DUTIES

Assist in creating and editing reports, analysis of data for identification of trends, maintenance of case management records, development of assessment measures, and overall compliance indicators. Oversee publications, website, and other outward facing social media produced out of the Title IX office.

Plan and coordinate special projects, including annual training, review and audits, and annual Clery reporting. Maintains training and archives of training-related documents. Collaborate with other stakeholders on projects related to sex/gender discrimination, harassment, retaliation, or others as requested. Coordinate collection of campus data and reported incidents of discrimination, harassment and retaliation based on sex or gender. Research and analyze information needed for resolving issues and problems and provide recommendations for action and program or system improvements. Establish and maintain effective working relationships with the campuses, the community and consultant entities. Coordinate and track activities to ensure timely completion of projects and investigations.

Provide administrative support to the Title IX Coordinator, maintain the appointment schedule and calendar of events and activities; schedules committee meetings; composes correspondence, proofreads, and edits drafts, documents, proposals, and reports.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator or supervisor responsible for Institutional Equity, Compliance & Title IX.

**TITLE IX SPECIALIST
(CONTINUED)**

REQUIRED QUALIFICATIONS

Training and Education:

High school diploma or equivalent and any combination of education and experience equivalent to four years of progressively responsible experience in general clerical work including at least three years of keyboarding, and office technology training.

Knowledge and Abilities:

Thorough Knowledge of: English grammar, spelling, filing, and arithmetic; modern office methods, procedures, terms and equipment; office management practices.

Good knowledge of: modern office practices and procedures; knowledge of rules, regulations, programs, and policies; designated formats for presenting reports.

Ability to: maintain complex clerical records and prepare reports; interpret rules, regulations, and policies; perform clerical work with speed and accuracy; ability to operate office equipment including personal computer terminal and word processing software.

Skills: Must complete keyboarding, clerical (filing and checking) and software skill evaluation. Screening Committee will use results as one of the selection criteria.

Board Approved: _____