



University of Tennessee Job Description: System Title IX Coordinator

Unit: Office of Audit and Compliance

FLSA: Exempt

Revised Date: August 11, 2017

Job Code:

Pay Grade: 44

Supervisory Responsibility: No

General Description:

The System Title IX Coordinator will assist the University in achieving its goals of facilitating and enhancing the Title IX compliance program across all campuses and institutes, including without limitation: serving as the Title IX Coordinator for UT System Administration; tracking best practices; staying abreast of legal developments; developing and monitoring implementation of Title IX policies and grievance procedures for resolving complaints of sex discrimination, assisting with the development, implementation, and measurement of the effectiveness of training, prevention, and awareness efforts across the system; overseeing, supporting, and coordinating with campus and institute Title IX Coordinators; facilitating system-wide communication on important Title IX issues; helping to leverage and disseminate best practices across the system; developing and maintain a system Title IX website; providing guidance on specific Title IX cases in consultation with the Office of the General Counsel; identifying patterns or systematic issues of sex discrimination.

This position resides within the Office of Audit and Compliance, a system-wide function, reporting to the Audit and Compliance Committee of the Board of Trustees. Within the Office of Audit and Compliance is the Office of Institutional Compliance which provides independent oversight of the University of Tennessee's compliance programs to assure that the University is compliant with all federal, state, and local laws and regulations as well as University policies. The office was established in 2008 to continue the University's commitment to meeting the highest standards of ethics, integrity, and responsibility.

Duties and Responsibilities:

Using independent professional judgement, the System Title IX Coordinator will prioritize implementation and maintenance of the Title IX program, including the following activities:

Coordinate UT System Title IX Compliance Efforts

Consider and implement the Title IX Commission's recommendations

- Lead a system-wide effort to create a national model for a Title IX compliance program by considering and, as appropriate, implementing the recommendations of the Title IX Commission.

Oversee, support and coordinate with Campus/Institute Title IX Coordinators

- Oversee, support, and coordinate campus/institute efforts to maintain and enhance Title IX compliance efforts. Maintain a dotted line reporting relationship with campus/institute Title IX Coordinators. Assist with development and monitoring of implementation of Title IX policies and grievance procedures. Provide leadership and consultation for Title IX initiatives across the University of Tennessee system and build partnerships to facilitate a broad and effective Title IX compliance program and help leverage and disseminate best practices across the system, including consistent case management and prevention resources. Provide leadership and recommendations on resource allocations to campus Title IX Coordinators and related offices sufficient to ensure campus compliance with state and federal mandates and University policy. Provide assistance, as needed, to campus/institute Title IX Coordinators with case and investigation review to ensure compliant and consistent case management response, in consultation with the Office of the General Counsel.

Assisting with and ensuring the development/acquisition, implementation, coordination, and measurement of consistent, compliant, and effective trainings and materials on prevention, awareness, and education

- Assisting with and ensuring the development/acquisition, implementation, coordination, and measurement of the effectiveness of consistent training, prevention, and awareness efforts across the system for the University of Tennessee faculty, staff, and students on Title IX compliance, by-stander intervention, and other areas that strengthen a culture that supports a safe learning, working, and living environment free from sex-discrimination. Development of programs includes assisting with new resources and leveraging existing best practice materials and resources used at various individual campuses/institutes across the system.

Track best practices and legal developments and facilitate system-wide communication on such issues

- Assist with the adoption, dissemination, and ongoing updates of legally compliant non-discrimination statements and a system-wide policy concerning sexual misconduct, relationship violence, stalking, and retaliation (allowing for necessary localization on each campus with respect to contacts, resources, and grievance procedures). Establish a Title IX compliance workgroup with key administrators across the UT System (e.g., Title IX Coordinators, Office of the General Counsel, Offices of Equity and Diversity, Student Conduct, Student Health/Wellness) and convene the workgroup regularly for professional development, training, and collaboration.

Facilitate and leverage training opportunities for campus/institute Title IX Coordinators and others

- Provide comprehensive, trauma-informed training opportunities for Title IX Coordinators, investigators, hearing board members, and persons involved in hearing contested cases under the Uniform Administrative Procedures Act (administrative law judges, Chancellors, President) to ensure compliant, consistent case responses, investigations, and resolutions across the system.

Coordinate and communicate Title IX resources

- Develop and carry out transparent communication strategies (in-person, electronic, print, and web-based) regarding Title IX resources and educational materials. Part of these strategies include managing a system Title IX website and working with the campuses to provide coordinated, consistent, and compliant websites and online resources.

Identify patterns or systemic issues of sex discrimination

- On at least a quarterly basis, review all formal and informal reports of sex discrimination made to the campus/institute Title IX Coordinators to identify and address any patterns or systemic issues. Maintain a database of Title IX reports, investigations, and resolutions system-wide.

Assist with campus Title IX climate assessments

- Assist campus Title IX Coordinators in developing campus climate surveys. Coordinate the collection and analysis of information from campus climate surveys. Ensure that campus climate surveys are consistent and allow the system to measure performance over time and across the system.

Prepare and submit Title IX reports required by state law

- On behalf of all campus and institutes in the system, prepare and submit annual Title IX compliance reports and implementation plan updates to the Tennessee Department of Audit in accordance with Tennessee Code Annotated § 4-4-123.

Serve as the UT System Administration Title IX Coordinator

Receive and process, in a timely manner, inquiries from students, faculty, staff, and third parties regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX. Conduct prompt, thorough, and equitable investigations of alleged sex discrimination for UT System Administration. Assist with interim measures relating to reports of sex discrimination. Employ case management skills to ensure resources are used in the most effective and efficient means and to ensure issues are resolved timely. Collaborate with other offices (e.g., Office of General Counsel, Human Resources) on specific cases. Ensure that periodic Title IX training is provided to the UT Board of Trustees and to all UT System Administration employees.

Communicate to senior/executive management and to the Audit and Compliance Committee of the Board of Trustees

Communicate information about the system-wide Title IX compliance program and/or oversee communication to senior management. In addition, prepare reports and presentations for the Audit and Compliance Committee of the Board of Trustees, including an annual system-wide Title IX report, detailing prevention, awareness and training efforts, and case numbers and outcomes by campus.

Required Qualifications:

Education:

Requires a Bachelor's degree in human resources, business, public policy, social work, higher education administration, or other discipline or with related professional experience. A Master's degree or JD is preferred.

Experience:

Five years of experience in a higher education environment, human resources management, civil law practice, or EEO compliance is required. Demonstrated knowledge of and/or professional experience related to Title IX, including Title IX investigative practices, the coordination of sexual violence prevention programs or other Title IX education programs, and knowledge of and/or experience with employee and student grievance processes in a higher education environment is preferred.

Skills:

The work conducted requires a high degree of initiative, excellent organizational skills, excellent attention to detail, excellent interpersonal and oral and written communication skills, the exercise of sound judgment, and outstanding problem-solving skills. The incumbent should also demonstrate the following knowledge and skills:

- A breadth of knowledge of the operation of a large university system, a four-year university campus including academic areas, athletics, auxiliary services, and student services, and/or an academic health care center
- Skill in preparing or monitoring the preparation of comprehensive investigative reports, interpreting and applying policies and regulations, and conducting interviews
- Ability to present training and information on Title IX to students, faculty, staff, and trustees
- Ability to organize work; to conceptualize and prioritize objectives; to exercise independent judgment based on University of Tennessee policies and federal and state regulations
- Skill in establishing and maintaining working relationships and managing and resolving conflicts between employees in various units
- Willingness to travel to conduct training programs, compliance reviews, etc.
- Awareness of the necessity to maintain confidentiality and neutrality
- Ability to resolve conflicts between or among students, faculty, and staff
- Ability to exercise independent and mature judgment
- Ability to foster positive relationships with diverse constituencies, including students, faculty, staff, trustees, government officials, and community partners
- Sense of urgency in approaching responsibilities in light of Title IX law and guidance
- Ability to interact with and communicate information to senior management and the Audit and Compliance Committee

Behaviors:

Demonstrated behavioral expectations include:

- unquestioned integrity and trustworthiness.
- ability to make good, consistent and fair decisions (based on fact and data).
- ability to work with cross-functional teams and to foster teamwork.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

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