UNIVERSITY OF SOUTHERN CALIFORNIA

Title IX Investigator

Job Code: 117118

Grade: 00
OT Eligible: No
Comp Approval: 3/10/2016

JOB SUMMARY:
Serves as an investigator for undergraduate/graduate student and organization reports of misconduct involving protected classes. Investigates potential civil rights violations involving the Student Conduct Code and state and federal law. Prepares comprehensive investigative reports. Collaborates with campus constituents. Assists in meeting compliance standards and best practices both nationally and locally. Reports to Title IX Coordinator.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Serves as an investigator for civil rights violations involving sexual assault/misconduct, harassment based on protected class status, domestic violence, and stalking by undergraduate/graduate students and student organizations. Serves as a point of contact for those seeking information or wanting to report misconduct. Assists law enforcement personnel and university public security officers in handling reports and complaints. Conducts prompt, impartial and thorough investigations when a complaint is filed by a student or when notified though other channels; and pursuant to university and federal.

______ ______ Manages the daily responsibilities associated with misconduct investigations involving protected classes. Develops an investigation plan for each report. Contacts all involved parties and provides them with information about investigatory process. Interviews the complainant, respondent, and potential witnesses. Acts as a neutral party through all aspects of investigation and ensures a fair and neutral process for all parties. Advises complainants and respondents of their rights. Identifies appropriate university policy and process to resolve complaint in a prompt and equitable manner. Provides resource referrals to students who could benefit from additional support during the investigation. Maintains a high level of confidentiality on all proceedings. Conducts follow-up on any evidentiary issues.

______ ______ Ensures a well-documented investigative process by gathering and documenting evidentiary material. Maintains accurate and thorough records and notes of investigatory process. Analyzes and logically comes to conclusions and investigative outcomes. Creates comprehensive written reports for the Title IX Coordinator and review panels.

______ ______ Provides testimony, advice and guidance as needed to conclude complaints and proceedings. Provides testimony related to Title IX matters to outside agencies. Provides advice and guidance to campus constituents. Provides on-going updates regarding the status of complaints and investigations to the Title IX Coordinator.

______ ______ Develops, plans and presents student, parent and faculty/staff educational programs for use as educational interventions for students responsible for violating university standards relating to misconduct based on protected class status. Assists in the maintenance of publication and website content.

______ ______ Collaborates with campus constituents (students/staff/faculty) to identify trends in misconduct, needs in prevention and response, and best practice and policy.
Reports to the Title IX Coordinator. Works to identify and address systemic problems in the investigatory process. Makes recommendations on how to improve departmental procedures and processes. Applies analysis and statistical tools to identify problems, issues, trends and patterns in offending and response. Recommends to the Title IX Coordinator appropriate changes and updates to the University’s misconduct policy and reporting process. Works with other departments to ensure Title IX policies are effectively communicated to constituencies.

Maintains current knowledge of the field of student conduct investigations, Title IX, the Clery Act, and legislation and regulations by participating in listservs. Builds relationships with colleagues at peer institutions. Reviews current literature and research. Attends and presents as requested at professional conferences. Participates in local, regional or national professional associations and organizations

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 years

**Minimum Field of Expertise:**

Experience in an academic setting in the area of student conduct, sexual harassment and sexual assault and misconduct. Background and training in conducting sensitive and confidential investigations. Excellent written and oral communication and interpersonal skills with a demonstrated ability to effectively conduct investigations and remain neutral. Strong organization, planning, analytical and problem resolution abilities. Experience in compliance with laws, regulations, and guidelines in a comprehensive employment and/or affirmative action program. Demonstrated superior judgment with ability to effectively represent the university in investigations and other dealings on a variety of sensitive and confidential issues.

**Preferred Education:**

- Master's degree
J.D.
Terminal degree

Preferred Experience:
5 years

Preferred Field of Expertise:
Experience in performing investigations and legal analysis.

Skills: Other:
Active listening
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.
Employee: ___________________________ Date: __________________________
Supervisor: ___________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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