UNIVERSITY OF SOUTHERN CALIFORNIA
Asst Dir, Title IX (Centralized)
Job Code: 117223

Grade: 00
OT Eligible: No
Comp Approval: 6/2/2015

JOB SUMMARY:
Assists in directing the operations of the Office of the Title IX Coordinator. Participates in directing the coordination, implementation, management and delivery of services. Conducts investigations regarding Title IX matters for the university. Reviews, analyzes and evaluates investigative plans, investigative reports and other documents for accuracy and completeness in absence of Director or when assigned. Assists with administrative functions to include planning and scheduling, delivery of services, development of processes and procedures, as assigned. Interprets federal and state requirements and applicable internal policies and procedures as applied to the university, faculty, staff and/or students. Contributes technical expertise in the development of short and long-term plans for the department and resolution of Title IX cases and other matters. Trains, mentors and leads Title IX investigators, and oversees investigations conducted by other investigators, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME
______ ______ Participates in directing the coordination, implementation, delivery of services and management of Office of the Title IX Coordinator. Researches and identifies trends and needs and assists with establishing program and department direction. Participates in determining Title IX priorities and allocating resources accordingly.

______ ______ Provides guidance, direction and training to staff, as assigned. Counsels and offers guidance as requested or assigned. Reviews and endorses or makes recommendations for hiring, discipline, raises, as necessary. Provides performance appraisals for staff and determines need for disciplinary action, as requested. May oversee student workers or temporary employees.

______ ______ Assesses existing utilization of investigatory methods, processes and procedures for adequacy and related policies for regulatory compliance and best practices. Recommends enhancements or modifications, as required. Maintains current knowledge on existing and pending legislation related to field. Ensures investigatory methods, processes and procedures reflect and comply with the most recent standards and regulations.

______ ______ Reviews and assesses departmental operations and services for effectiveness and efficiency. Recommends changes as needed to improve delivery of services. Makes recommendations regarding departmental operating and administrative policies, procedures and processes, as needed. Ensures staff and university community are kept informed of changes and updates.

______ ______ Conducts investigations regarding Title IX matters for faculty, staff and/or students. Performs independent analyses and evaluation of findings. Assists with recommending to schools and/or departments establishment of internal procedures to improve compliance adherence, as needed. Creates comprehensive written reports.

______ ______ Advises and directs staff regarding revision or modifications of reports, correspondence and/or documentation, as needed.
Maintains confidential case files. Prepares various detailed written reports and documentation, as necessary. Has authority to close cases in absence of Director, or as assigned.

Serves as an expert on Title IX matters. Provides advice and guidance to faculty, staff and/or students on discriminatory practices and equal opportunity matters. Communicates standards, guidelines, policies and procedures. Interprets and applies applicable internal policies and procedures as applied to university, faculty, staff and/or students’ employment or academic problems, conflicts and resolutions.

Identifies training needs for faculty, staff and/or students as reflected by problems, issues, situations or complaint trends. Makes recommendations to appropriate parties, as necessary.

Participates in directing the development, maintenance and enhancement of automated or manual systems and procedures to support operations. Recommends enhancements to automated or manual systems, as needed.

Stays informed of development in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

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

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No

[ ] Yes 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:**

J.D.

Doctorate

Combined experience/education as substitute for minimum education

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Directly related experience in Title IX field in an educational institution or large organization. Thorough knowledge of state and federal laws, regulations and personnel policies and procedures governing discriminatory practices and equal opportunities. Knowledge of complaint procedures. Demonstrated analytical and/or problem solving capabilities and strong writing skills. Ability to conduct interviews and investigations. Ability to present ideas clearly and effectively, both orally and in writing. Experience in human resources or in supervisory role.

**Preferred Experience:**

7 years

**Skills:** Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Leads one or more employees performing similar work.
May oversee student, temporary and/or resource workers.

SIGNATURES:

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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