Assistant Coordinator of Title IX

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,823 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford College invites applications for an assistant coordinator of Title IX in the Office of Equity, Diversity and Inclusion. The assistant coordinator of Title IX will assist the Title IX coordinator in managing a comprehensive case management system that includes each reported complaint involving sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence and stalking.

This is a full-time position located in Spartanburg, South Carolina. Normal work hours will be 37.5 hours per week, Monday-Friday.

DUTIES AND RESPONSIBILITIES

The assistant coordinator of Title IX will:

- Serve as a liaison to the college’s Title IX coordinator.
- Conduct intake and evaluation of Title IX incidents and/or reports, in collaboration with other campus offices as needed, to ensure a timely college response to complaints pursuant to alleged violations of Title IX and the college’s Nondiscrimination and Anti-Harassment Policy.
- Serve as an Institutional Equity Case Coordinator in reports of sex discrimination and sex-based harassment.
- Oversee the administration and resolution of Title IX grievance procedures, coordinating supportive measures for complainants and respondents.
- Oversee, train, lead and collaborate with investigators, hearing board members and others who serve under the Nondiscrimination and Anti-Harassment Policy.
- Remain current on compliance requirements and best practices related to Title IX, Clery, Campus Sexual Violence Elimination (Campus SaVE) Act, VAWA and other statewide and national laws/initiatives related to all areas of responsibilities.
- Serve as a member of the college’s Sexual Assault Response Team.
- Work closely with athletics to collaborate on Title IX compliance efforts.
- Develop and disseminate educational materials and in-service training tailored to faculty, staff and students, including electronic as well as print materials.
- Periodically review and request necessary changes or updates to Title IX’s web page.

**DESIRED QUALIFICATIONS**

- At least two years of prior working experience in Title IX or another compliance-related program.
- Experience working in a higher education environment or with higher education clients.
- Case management experience utilizing Maxient software.
- Demonstrated skills in the areas of conflict resolution, problem-solving techniques, interviewing, and investigation.
- Demonstrated ability to manage large projects and to meet deadlines.
- Ability to maintain neutrality and to work under stress.
- Demonstrated ability to work collaboratively and effectively with a wide range of stakeholders (including students, faculty, staff, community/government agencies, etc.).
- Experience developing and delivering training outreach for various audiences, including students, faculty and staff.
- Ability to write clear, concise prose.

**APPLICATION**

All application materials must be submitted electronically to OEDI@wofford.edu. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position, (2) a current resume, and (3) names and contact information for three professional references (including email addresses and phone numbers).

**EEO STATEMENT**

Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.