



Where
thought
leads.

Deputy Title IX Coordinator and Assistant Director of Civil Rights and Student Risk Education

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 1,875 undergraduates. Nationally known for the strength of its academic programs, 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 **Deputy Title IX Coordinator and Assistant Director of Civil Rights and Student Risk Education** in the Office for Civil Rights, Compliance and Community Initiatives. The Deputy Title IX Coordinator serves as the assistant to the Title IX Coordinator by providing subject-matter expertise on requirements of and compliance with Title IX, the Violence Against Women Act, the Campus Sexual Violence Elimination Act and related federal and state laws. The Deputy Title IX Coordinator will assist the Title IX Coordinator in managing a comprehensive case management system that includes each reported complaint involving cases of sexual harassment and discrimination as defined in the Title IX regulations. The Deputy Title IX Coordinator conducts investigations of complaints of alleged discrimination and harassment. The Deputy Title IX Coordinator will also be responsible for providing education related to federal Title IX regulations and reporting requirements to the campus community.

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

RESPONSIBILITIES

The Deputy Title IX Coordinator will serve several functions, including, but not limited to:

Case Management

- Oversee the administration and resolution of Title IX grievance procedures, coordinating supportive measures for complainants and respondents.
- 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 of alleged violations of the college’s Nondiscrimination and Anti-Harassment Policy.
- Serve as an institutional equity case coordinator in reports of sex discrimination and sex-based

harassment.

- Maintain records of complaints, formal investigations and outcomes.
- Assist in maintaining a database of reports related to prohibited discrimination and harassment and complaints based on protected classes.

Education and Training

- Remain current on compliance requirements and best practices related to Title IX, Clery, Campus SaVE Act, VAWA and other statewide and national laws/initiatives/regulations related to all areas of responsibilities.
- Oversee, train, lead and collaborate with investigators, hearing board members and others who serve under the Nondiscrimination and Anti-Harassment Policy.
- Develop and disseminate educational materials and in-service training tailored to faculty, staff and students, including electronic and print materials.
- Periodically review and request necessary changes or updates to Title IX's web page.

Administrative

- Effectively manage the day-to-day responsibilities or the duties of the Title IX Coordinator in their absence.
- Serve as a member of the college's Sexual Assault Response Team.
- Assist in oversight of all campus annual Title IX reporting as required by state and federal law.
- Collaborate with Athletics on Title IX compliance efforts.
- Contribute to the overall success of the College by performing other duties as assigned by the Title IX Coordinator.

QUALIFICATIONS

The preferred candidate will have a law degree or master's degree in student affairs or a related field (e.g., counseling, criminology, social work, sociology, psychology). They will have at least two years of prior working experience in Title IX or another compliance-related field, and in working with federal regulations, statutory analysis or case law review. Experience using the Maxient case management software and higher education experience are preferred.

Candidates are required to have a bachelor's degree, case management experience and demonstrated skills in conflict resolution, problem-solving techniques, interviewing and investigation. They must have a demonstrated ability to manage large projects and meet deadlines. The ability to maintain neutrality and work under stress is required. Candidates must have a demonstrated ability to work collaboratively and effectively with a wide range of stakeholders, including students, faculty, staff, community or government agencies, etc. In addition, they must have experience developing and delivering training and outreach for various audiences, including students, faculty and staff. Candidates must be able to handle confidential situations with compassion and sensitivity, to be fair and impartial at all times and to write clear, concise prose.

APPLICATION PROCESS

Application materials should be emailed to TitleIX@wofford.edu. They should include: (1) a cover letter, (2) resume and (3) contact information for three references.

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.