Title IX Coordinator and Director for Civil Rights and Student Risk Assessment and 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 1,874 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 a Title IX coordinator. The Title IX coordinator is charged with coordinating, implementing and overseeing the college’s compliance with its ethical and legal obligations to guarantee an educational and workplace environment free of discriminatory harassment. The Title IX coordinator manages all campus investigations into alleged discrimination and harassment in partnership with the campus institutional equity case coordinators and, when warranted, external investigators. Additionally, the Title IX coordinator will collaborate with campus partners to design and implement strategic efforts to prevent sexual violence and other forms of gender-based discrimination. The Title IX coordinator will also coordinate educational outreach and programming efforts for Wofford faculty, staff and students.

The Title IX coordinator and director for civil rights and student risk assessment reports directly to the chief equity officer and vice president for community initiatives, and a dotted line to the president.

DUTIES

Ensuring college legal and regulatory compliance with applicable federal, state and local laws and college policy
• Develop and maintain knowledge of laws, regulations, college policy and other guidance related to discrimination and harassment based on protected categories including, but not limited to, obligations under Title IX and VAWA.
• Coordinate with the campus Clery Act compliance officer and the victim’s advocate with respect to overlapping obligations related to alleged protected class or sexually-based crimes, crime prevention efforts and training.
Title IX case management
• Serve as the central resource for all constituencies on issues related to protected class discrimination, harassment and Title IX.
• Conduct, coordinate and ensure the timely completion of the college’s response to, and investigation of, complaints pursuant to anti-discrimination laws and policies including, but not limited to, sexual harassment and sexual misconduct, as well as forms of protected class harassment and discrimination.
• Oversee the administration and resolution of Title IX grievance procedures, coordinating supportive measures for complainants and respondents in collaboration with the assistant Title IX coordinator.
• Review all requests for Title IX-related accommodations and supportive measures in collaboration with the assistant Title IX coordinator. Coordinate all academic accommodations with appropriate faculty and staff.
• Oversee, train, lead and collaborate with institutional equity case coordinators, investigators, hearing board members and others that serve under the nondiscrimination and anti-harassment policy.
• Advise and collaborate with the Office of the President, the chief equity officer and vice president for community initiatives, and others as appropriate on the status of initiatives, compliance, pending matters, challenges and resource needs.

Education and training
• Develop and implement a long-term vision for the college around programs, services, education and assessment of Title IX programs and prevention efforts including, but not limited to, sexual harassment and sexual violence, dating and intimate partner violence and stalking.
• Coordinate the planning and delivery of training programs related to issues of non-discrimination in education and employment, and including training of staff and faculty engaged as investigators and hearing panel members for Title IX.

Student risk assessment
• Assess trends in student behavior related to the abuse of alcohol and other drugs, and implement programming designed to address these issues on campus.
• Take data from Maxient to assess and address significant student risk areas on campus, both in organizations and with individual behavior.
• Identify and prioritize critical issues related to student risk assessment and coordinate with campus life and student development and other campus partners on organizational leadership trainings.

REQUIREMENTS
• Knowledge of current state and federal laws and regulations, policies, practices and procedures, identified best practices and trends in the field of education related to sexual harassment and assault and other discriminatory practices that violate Title IX (as defined above), and related state laws, including regulations, guidance and best practices.
• Sufficient knowledge about the requirements under civil rights laws, regulations and guidance to advise the college about its policies, procedures and practices, and to investigate complaints alleging discrimination.
• Ability to promulgate changes to policies, to revise practices and to implement equitable procedures across many departments including student life/student conduct/discipline, academic affairs, athletics and human resources.
• Ability to manage a caseload of investigations and grievances to a prompt, effective and equitable remedy.
• Ability to design and deliver training programs to all constituencies of the institution, demonstrate accountability with respect to attendance and assess the effectiveness of these trainings.
• Ability to act independently, take initiative and exercise sound judgment.
• Ability to build relationships and balance the multiple, varying and even conflicting interests of the diverse stakeholders around politically charged subject matters.
• Strong written and oral communication skills.
• Excellent attention to detail, strong problem-solving skills, and the ability to deal with confidential and sensitive information.
• Demonstrated ability to work with a wide range of constituencies (students, staff, faculty, administrators) with diplomacy and tact.

QUALIFICATIONS

Required:
• A law degree or master’s degree in higher education administration or other relevant discipline.
• Minimum 5+ years of progressively responsible experience in a related field.
• Ability to deconstruct complex legal requirements and create compliance policies and procedures that are clear, effective, succinct and sustainable.
• Experience conducting investigations alleging discrimination, discriminatory harassment and/or sexual misconduct
• Experience in successfully developing and implementing education and training programs.
• Effective oral and written communication skills.
• Excellent organizational and planning skills.
• Demonstrated knowledge of and experience with issues related to gender-based discrimination and violence and/or protected category discriminatory harassment.

Preferred:
• Higher education experience is strongly preferred.
• Experience with Maxient case management software is preferred.
• Demonstrated knowledge/ability in compliance process improvement is preferred.

APPLICATION

Applications should be emailed to OEDI@wofford.edu.

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.