

Asst Dir, Equal Opportunity and Title IX

Job Code 50037557

General Description

Assist in the oversight, advice, and support for the Texas State Title IX initiative which supports the University's commitment to provide a safe and secure learning and working environment.

Examples of Duties

Assist with managing the Title IX and Title VII compliance requirements by reviewing, investigating, and tracking and resolving Title VII and Title IX allegations of discrimination.

Assist with managing the employees of the Office of Equal Opportunity.

Determine whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct, discrimination, harassment, and retaliation.

Appoint an investigative team upon such determination.

Upon a finding of prohibited sexual misconduct, discrimination, harassment, and retaliation, determines whether university-wide remedies should be adopted in response, including review and revision of policies.

Oversee a case management database designed to organize, manage, and track incidents related to sexual misconduct, discrimination, harassment, and retaliation.

Develop and implement a communication plan to raise faculty, staff, and student awareness of sexual misconduct, discrimination, harassment, and retaliation policies, laws, and regulations, including their rights and obligations.

Provide regular training for faculty, staff, and students.

Supervise and train personnel.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University procedures and policies, university discrimination policies and federal and state laws, advertising entities, university employment policies and search procedures.

Skill in: Preparing reports, in effectively training, directing, and monitoring the work of others and, giving presentations.

Ability to: Understand written instructions, interpret technical documents, to perform basic math, to explain policies and procedures.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements