



## Senior Deputy Title IX Coordinator Job Description

### JOB INFORMATION

<i>Job Code:</i>	117121
<i>Job Title:</i>	Senior Deputy Title IX Coordinator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Reports to and works closely with the Title IX Coordinator to provide prompt, effective, caring, and coordinated campus responses to all reports of sexual and gender-based harassment involving faculty, staff, students, patients, and third parties. Receives and processing of all reports of sexual and gender-based harassment and related retaliation involving faculty, staff, students, patients, and visitors. Advises and provides technical guidance to staff to ensure investigations and alternative/informal resolutions are executed in a timely manner and in accordance with the Policy on Prohibited Discrimination, Harassment, and Retaliation and Resolution Process for Sexual Misconduct. Provides training to internal and external investigators and conducts training, outreach, and other educational programs and services. Serves as a subject matter expert on Title IX and related laws and regulations, as well as institutional policies and procedures and assists with leading actions and initiatives related to intake, outreach, support, assessment, investigation, resolution, sanctions, hearings, and appeals. Responsible for coordinating the institution's compliance with federal and state discrimination.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	Five or more years' experience performing or overseeing investigations in a civil rights field, higher education, employment, the field of public health, social work, sociology, educational psychology, student affairs, and/or related field.
	X	7 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Advanced degree in law, social work, psychology, higher education, or related field.
X		Deep knowledge and understanding of civil rights laws and policies relating to higher education and employment, in particular Title IX, VAWA, Clery, and California law.
X		Experience investigating and resolving issues such as domestic or dating violence, sexual assault, stalking, sexual or gender-based harassment.
X		Understanding of the impacts of racial and other forms of inequity, harassment, discrimination, and injustice and other intersectional issues that may arise in the resolution of sexual and gender-based harassment reports.
X		Demonstrated ability to facilitate support and resolutions.
X		Ability to organize, prioritize, and manage multiple tasks and data in a high-volume, fast-paced environment with accuracy, attention to detail, flexibility, and appropriate discretion.
X		Excellent written and oral communication skills and ability to interact effectively with a wide range of internal and external stakeholders.
	X	Experience performing and/or overseeing investigation and resolution of sexual misconduct reports involving students, faculty, staff, patients, and/or visitors in a higher education setting.
	X	Experience with best practices in higher education compliance, effectively addressing all forms of sexual misconduct.
	X	Demonstrated understanding of the University's culture, mission, and values.
	X	Proven leadership ability.
	X	Demonstrated commitment to diversity, equity, and inclusion.

## Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Reports to and works closely with the Title IX Coordinator to provide prompt, effective, caring, and coordinated campus responses to all reports of sexual and gender-based harassment involving faculty, staff, students, patients, and third parties. Provides critical support to ensure full compliance with Title IX and all other applicable federal, state, and local laws. Contributes technical, subject matter, and strategic expertise in the development of short- and long-term plans for the EEO-TIX team with respect to sexual and gender-based harassment and to promote a gender-inclusive and equitable community. Supports the EEO-TIX Healthcare Team with respect to sexual and gender-based harassment matters in USC's academic medical centers and other healthcare settings. Leads and/or provides consultation on climate assessments, policy development, and other Title IX-related initiatives of the University as required.				
Receives and processing of all reports of sexual and gender-based harassment and related retaliation involving faculty, staff, students, patients, and visitors. Collaborates with campus departments to coordinate and execute the University's response to these reports. Supports EEO-TIX team members to ensure timely documentation in a case management system of all such reports as well as related triage, assessment, and follow up responses. Monitors and organizes case management database and oversees the creation and maintenance of standard operating procedures for intake, support, and resolution of Title IX matters.				
Advises and provides technical guidance to staff to ensure investigations and alternative/informal resolutions are executed in a timely manner and in accordance with the Policy on Prohibited Discrimination, Harassment, and Retaliation and Resolution Process for Sexual Misconduct. Ensures the timely, accurate, and comprehensive documentation of all steps of the resolution process for sexual misconduct. Assists with the review and/or acts as the designee of the Title IX Coordinator and/or Deputy EEO-TIX Coordinator for Healthcare for all investigatory/Formal Resolution steps involving allegations of sexual and gender-based harassment.				
Provides training to internal and external investigators and conducts training, outreach, and other educational programs and services to ensure faculty, staff, students, and other community members, understand University policy and				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
<p>resolution options, as well as rights and responsibilities under those processes, for all reports of sexual misconduct. Assists with the creation of office materials and website content to effectively communicate available support resources and reporting and resolution options for all reports of sexual misconduct. Identifies training needs for faculty, staff, and students, and makes training recommendations for campus community members as necessary and appropriate. Creates and maintains partnerships with campus stakeholders (e.g., Department of Public Safety, Student Affairs, RSVP, Office of General Counsel, Human Resources/Employee Relations, Ombuds, etc.) and other offices and units as appropriate.</p>				
<p>Serves as a subject matter expert on Title IX and related laws and regulations, as well as institutional policies and procedures and assists with leading actions and initiatives related to intake, outreach, support, assessment, investigation, resolution, sanctions, hearings, and appeals. Maintains currency with existing and pending legislation, laws, and trends related to the field, with a particular focus on Title IX and all related federal, state, and local laws related to sexual misconduct. Ensures investigatory methods, processes, and procedures reflect and comply with the most current standards, regulations, and best practices in the field. Reviews and assesses EEO-TIX operations and services for effectiveness and efficiency, recommending necessary changes to improve operations and delivery of services with respect to sexual misconduct issues. Regularly reads pertinent literature, attends meetings, and participates in professional associations. Establishes and maintains an active network of campus partners and professional contacts. Serves as a subject matter expert on the University's Policy on Prohibited Discrimination, Harassment, and Retaliation, Resolution Process for Sexual Misconduct, and all civil rights laws that apply to the university community, specifically as they relate to Title IX and all forms of sexual misconduct. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.</p>				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.