GORDON COLLEGE
Position Description

Title: Title IX Coordinator

Function: Coordinates and facilitates the institution's compliance with Title IX of the Civil Rights Act of 1964, and with other regulations (such as Massachusetts 2021 Campus Sexual Violence Act) directly related to campus response to sexual harassment and sexual violence. Oversees and coordinates all aspects of the institution’s resolution process regarding report or complaints of sexual misconduct, including, but not limited to, intake, implementation of supportive measures, investigations, hearing or decision-making panels, informal resolutions, sanctions and/or remedies and appeals. Supervises the Title IX team (including deputy coordinators, investigators, decision-makers and advisors), including selection and training of the team. Develops and implements educational programs regarding discrimination and sexual harassment prevention, ensuring faculty, staff and students understand their rights and, where applicable, responsibilities under the law. Collaborates with campus entities and College leadership to identify and address systemic problems.

Description of Duties and Tasks:

1. Develops, implements, coordinates and conducts educational programs and initiatives designed to educate and support faculty, staff, and students regarding their rights and, where applicable, obligations under Title IX, including reporting options/responsibilities, support services, College policy and applicable disciplinary code, grievance procedures, confidential resources, etc.

2. Oversees, coordinates and ensures investigations of reports and complaints of sexual misconduct are adequate, reliable, timely, confidential and impartial; reviews proposed sanctions for sexual misconduct before they are imposed to ensure that they are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

3. Supervises Title IX personnel, which includes work allocation, training, promotion and enforcement of internal procedures and controls, and problem resolution; evaluates performance and motivates employees to achieve peak productivity and performance.

4. Selects, trains, and oversees designated Deputy Title IX Coordinators across critical areas of the institution; ensures investigators, adjudicators and those involved with processing Title IX complaints are adequately trained in compliance with Title IX guidance.

5. Identifies systemic problems relating to complaints and determines whether campus-wide resources should be adopted in response, including review and revision of the Institution's sexual misconduct policies, increased monitoring, supervision or security at locations.
where sexual misconduct is reported to occur, and increased education and prevention efforts to targeted populations.

6. Collaborates with leadership and campus constituencies to disseminate information, redesign processes, and support College investigative processes; collaborates and coordinates with compliance partners across the institution to support the overlapping compliance needs and responsibilities.

7. Communicates with local law enforcement and government agencies to ensure reports are handled appropriately and in a timely manner; coordinates with local victim advocacy organizations and service providers.

8. Ensures ongoing compliance with Title IX by collecting and analyzing data, writing comprehensive reports and maintaining records of investigations.

9. Recommends and participates in the development of College policies and procedures related to sexual harassment and sexual misconduct.

10. Serves as Campus Security Authority as outlined by the Clery Act.

11. Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Abilities:
In order to fully perform the above functions, the incumbent must possess or be able to obtain the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; must work to advance Gordon’s mission through this position.

2. Recognize the importance of fostering a welcoming environment that affirms the value of each individual as made in God’s image, candidates must have an ability to engage with all parties (complainants, respondents, witnesses, etc) in a way that evidences true Christian care and meaningful support.

3. Bachelor's degree and relevant job experience in the Title IX or a related field strongly preferred.
4. Ability to develop and present educational programs and/or workshops.

5. Ability to provide effective and appropriate advice and expertise to all levels within the College community.

6. Ability to provide technical advice and information to faculty and staff in area of expertise.

7. Knowledge of federal, state, and institutional policies and practices specific to the applicable compliance specialty.

8. Project planning skills.

9. Ability to investigate and analyze claims information and to draw conclusions.

10. Skill in organizing resources and establishing priorities.

11. Ability to supervise and train assigned staff.

12. Ability to operate calmly and effectively under stressful conditions.

13. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.

14. Employee development and performance management skills.

15. Experience with crime prevention programs, procedures and practices, as well as safety training administration.

16. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

17. Conflict resolution and/or mediation skills.

18. Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information.

19. Ability to gather data, compile information and prepare reports.

20. Ability to use independent judgment and to manage and impart confidential information.
21. Skill in the use of personal computers and related software applications.

22. Knowledge of federal and state public safety reporting requirements and other applicable crime data reporting.

23. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

24. Ability to foster a cooperative work environment.

25. Knowledge of current and emerging legislation, issues, and trends as appropriate to the position.

26. Ability to develop and implement new strategies and procedures.

Grade 5
Non-Exempt