GORDON COLLEGE

Position Description

Title: Title IX Coordinator

Function: The position coordinates and facilitates the college’s compliance program pursuant to Title IX of the Education Amendments of 1972. The Coordinator implements education and training regarding discrimination and sexual misconduct prevention that ensures faculty, staff and students understand their rights and responsibilities. The Coordinator builds and develops a Title IX team overseeing and coordinating investigations. The Coordinator will collaborate with senior leadership to proactively build a safe and honoring campus culture.

Description of Duties and Tasks:

- Reviews College policies regarding sexual misconduct to ensure compliance with Title IX and the 2013 Amendments to the Violence Against Women Act (VAWA).
- Coordinates college-wide training, education and prevention efforts regarding Title IX and prohibited conduct defined in the Title IX policy.
- Advises the Title IX Team in procedures and resources under this policy to ensure that the College’s review, investigation and resolution of reports of sexual misconduct are consistent, timely, effective, and in accordance with the Title IX policy.
- Maintains records of all Title IX reports, documenting the College’s response, monitoring reports to identify and address any patterns or systemic problems that may contribute to a hostile environment. These records will be kept confidential to the extent permitted by law.
- The Title IX Coordinator may delegate responsibilities under to designated employees if appropriately trained.

Required Knowledge, Skills and Abilities

In order to fully perform the above functions, the incumbent must possess 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; and must work to advance Gordon’s mission through this position.
2. Be an advocate for a robust Title IX process. Win trust and credibility with all constituents.
3. Have a comprehensive understanding of Title IX, current trends, and legal obligations.
4. Organize, synthesize, and analyze varied and complex information and problems.
5. Write comprehensive reports.
6. Develop and present educational programs and workshops.
7. Write and communicate policies, procedures, and legal concepts.
8. Utilize computer technology for communication, data gathering, and reporting.
9. Have a high attention to detail not letting important details slip through the cracks.
10. Demonstrate strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
11. Listen, identify, elicit and distill essential information needed to assess and resolve problems and issues.
12. Treat all constituents engaged in the complaint process with sensitivity and neutrality.
13. Maintain confidentiality and professional relationships in dealing with sensitive, complex issues and situations.

Position Code:
Grade: 7
FLSA Status: Exempt