UNIVERSITY OF SOUTHERN CALIFORNIA

Title IX Investigator

Job Code: 117118

Grade: 00
OT Eligible: No
Comp Approval: 9/26/2014

JOB SUMMARY:
Serves as university’s primary Title IX investigator for cases alleging student sexual assault, sexual misconduct and harassment involving undergraduate and graduate students. Assists in meeting U.S. Department of Education and Office of Civil Rights compliance standards and best practices both nationally and locally. Has responsibility as Title IX Investigator to conduct reviews and investigations of potential violations of Student Conduct Code and Title IX. Conducts investigations of student sexual assaults, sexual misconduct and harassment incidents reported to Title IX Coordinator or DPS as allegations. Prepares comprehensive reports, as needed. Reports to Title IX Coordinator. Helps to serve as a liaison between Associate Dean, Director of SJACS and Title IX Coordinator regarding sex discrimination complaints by or against a student.

JOB ACCOUNTABILITIES:

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- Conducts interviews and investigations of potential violations of Student Conduct Code. Meets with students to discuss charges against them. Follows-up on any evidentiary issues based on student’s statements. Makes recommendations on how to improve departmental procedures and processes.

- Creates comprehensive written reports that describe evidence and proposed sanctions related to potential violations of Student Conduct Code. Adjudicates cases and assigns sanctions as appropriate. Determines disposition of a student’s discipline, suspension and expulsion. Provides information and service to faculty and staff related to allegations or sanctions in cases.

- Develops, plans and presents student, parent and faculty/staff educational programs for use as educational interventions for students responsible for violating university standards relating to gender-based misconduct. Assists in preparation or updates of publications. Provides training to graduate and undergraduate workers.

- Serves as Title IX investigator for cases alleging student sexual assaults, sexual misconduct and harassment involving university undergraduate and graduate students. Serves as a point of contact for those seeking information or wanting to report sexual assaults, sexual misconduct or harassment. Assists law enforcement personnel and university public security officers in handling reports and complaints of sexual assault and related misconduct. Conducts prompt, impartial and thorough investigations when a complaint is filed by a student or when notified through other channels. Conducts all investigations following Federal Office of Civil Right’s guidelines.
Manages the daily responsibilities associated with conducting Title IX investigations for student sexual assaults, sexual misconduct and harassment. Develops an investigation plan for each complaint. Contacts all involved parties and provides them with information about investigatory process. Interviews the complainant, respondent, and potential witnesses. Acts as a neutral party through all aspects of investigation and ensures a fair and neutral process for all parties. Advises complainants and respondents of their rights. Assists complainant in identifying appropriate university policy to resolve complaint in a prompt and equitable manner. Provides resource referrals to students who could benefit from additional support during the investigation. Maintains a high level of confidentiality on all proceedings.

Ensures a well-documented Title IX investigative process for student sexual assaults, sexual misconduct and harassment by gathering and securing evidentiary materials, complying data, interpreting, analyzing and evaluating facts. Maintains accurate and thorough records and notes of investigatory process. Encourages engagement, analyzes situations and logically comes to conclusions of preponderance of evidence using sound investigative techniques. Develops comprehensive written reports for the Appeals Panel.

Provides testimony, advice and guidance as needed to conclude complaints and proceedings. Provides testimony related to Title IX matters alleging student sexual assaults, sexual misconduct and harassment regarding cases to outside agencies. Provides advice and guidance to campus constituents. Provides on-going updates regarding the status of complaints received and investigations in progress to the Title IX Coordinator.

Collaborates with the Title IX Coordinator to identify and address any systemic problems relating to complaints. Applies statistical analysis methods and tools to sexual assault, sexual misconduct and harassment data to determine any problems, issues, trends and patterns. Recommends to Title IX Coordinator appropriate changes and updates to the university sexual misconduct and harassment policy and the reporting process. Works with other departments to ensure Title IX policies are communicated to all constituencies.

Identifies and integrates best practices in Title IX investigation arena into knowledge base and practice. Stays abreast of current movements in field of student conduct investigations and on changes to Title IX, the Clery Act, and any other legislation or regulations by participation in listservs; building relationship with colleagues at peer institutions; reviewing current literature and research; attending and presenting at professional conferences; or participating in local, regional or national professional associations and organizations.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  

No  

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.

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JOB QUALIFICATIONS:

Minimum Education:
  Bachelor’s degree
  Combined experience/education as substitute for minimum education

Minimum Experience:
  3 years

Minimum Field of Expertise:
  Experience in an academic setting in the area of student conduct, sexual harassment and sexual assault and misconduct. Background and training in conducting sensitive and confidential investigations. Excellent written and oral communication and interpersonal skills with a demonstrated ability to effectively conduct investigations and remain neutral. Strong organization, planning, analytical and problem resolution abilities. Experience in compliance with laws, regulations, and guidelines in a comprehensive employment and/or affirmative action program. Demonstrated superior judgment with ability to effectively represent the university in investigations and other dealings on a variety of sensitive and confidential issues.

Preferred Education:
  Master’s degree
  J.D.

Preferred Experience:
  5 years

Preferred Field of Expertise:
  Master’s Degree in social work, human resources administration, or other related field.

Skills: Other:
  Active listening
  Analysis
  Assessment/evaluation
  Communication -- written and oral skills
  Conceptualization and design
  Conflict resolution
  Counseling
  Customer service
  Human resource process and employment knowledge
  Interpretation of policies/analyses/trends/etc.
  Interviewing
  Knowledge of applicable laws/policies/principles/etc.
  Networking
  Organization
  Planning
  Problem identification and resolution
  Project management
  Public speaking/presentations
  Research
Scheduling
Statistical analysis
Teaching/training

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

SIGNATURES:
Employee: _______________________________ Date: _______________________________
Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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