

EXAMPLE TITLE IX INVESTIGATOR JOB DESCRIPTION  
From the University of Colorado, Boulder  
2013

The Title IX Investigator reports to the Director of the Office of Student Conduct/Title IX officer, who has primary responsibility for the administration of the [relevant policies]. The Investigator assists in resolving complaints of sexual misconduct, sexual harassment, gender-related violence including stalking and intimate partner violence, and protected class discrimination and harassment involving undergraduate and graduate students at the University. The incumbent will work closely with the campus policies noted above to conduct investigations of complaints filed by students. When a complaint is filed, the Title IX Investigator will conduct a prompt and thorough investigation. The Title IX Investigator acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.

**Job Responsibilities:**

**Investigation and Consultation:**

- Receive complaints of sexual misconduct, sexual harassment, gender-related violence including stalking and intimate partner violence, and protected class discrimination and harassment and related retaliation
- Identify University policies and/or Student Conduct Code provisions relevant to a complaint
- Exercise judgment regarding the resolution of complaints including informal resolution and formal investigation
- Conduct a prompt, equitable and impartial administrative investigation into complaints including identifying and interviewing parties and identifying, gathering and assessing information relevant to the investigation; apply relevant policies and make findings of fact in individual cases
- Actively foster and maintain a climate that is supportive of students and respectful of difference

**Community Outreach & Education:**

- Provide information to students, employees and others regarding the Student Conduct Code and University policies related to discrimination and harassment
- Create and facilitate training/presentations to students and student groups regarding the University's nondiscrimination policies and identifying and integrating best practices into the complaint resolution process
- Cultivate relationships with campus stakeholders (e.g., faculty, students, and staff)
- Develop and maintain relationships and clear lines of communication with [campus and community partners]. Collaborate with on and off campus resources including law enforcement and victim services in resolving complaints and work with the Director of the Office of Student Conduct/Title IX officer to ensure that the University's processes, responses, and policies are consistent with federal and state laws and regulations related to compliance with non-discrimination laws.
- Continuously identify and integrate best practices in the Title IX investigation arena into knowledge base and practice. Stay abreast of current movements in the field of student conduct investigations by participating in conferences, workshops, etc.
- Build relationships with colleagues at peer institutions; review current literature and research; participate in local, regional and/or national professional associations and organizations

**Minimum Qualifications:** Bachelor's degree and two years of professional experience conducting investigations

**Competencies/Knowledge, Skills & Abilities:** Excellent judgment with the ability to manage highly sensitive and confidential information. Strong skills in the areas of conflict resolution, problem solving techniques, interviewing and investigation. Strong analytical skills and the ability to assess and negotiate complex, highly sensitive situations. Exceptional critical thinking skills demonstrated by the ability to analyze information, evaluate results, and facilitate resolution of difficult challenges, including the ability to handle issues of complex and extreme sensitivity. Skill in writing concise, logical analytical reports to convey complex issues. Ability to maintain neutrality and work under stress. Demonstrated commitment to diversity and success in working with diverse constituencies, both domestic and international, to support an inclusive campus environment. Strong and effective interpersonal skills; the ability to listen well and demonstrate sensitivity to and respect for individual needs. Ability to work as part of a University-wide

community to resolve complaints in a neutral and sensitive manner. Ability to establish and maintain professional and productive working relationships with staff at all levels at the University. Ability to read and interpret complex legal documents to evaluate their impact on University policy and procedures. Working knowledge of nondiscrimination laws and compliance regulations including Title IX, due process protections as they apply to Student Conduct proceedings, the Clery Act, VAWA, and FERPA.

Preferred Qualifications: Juris Doctorate degree or Master's degree. Experience in student conduct or an office of discrimination and harassment is highly preferred. Experience working with college students. Professional experience conducting investigations in a University setting. Experience investigating cases of interpersonal violence. Knowledge of complexities surrounding investigations in a college setting. Title IX Investigator training certification.