

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
invites applications for the position of:

Associate Director, Title IX & Gender Equity (Administrator I) Revised

SALARY:

Depends on Qualifications

OPENING DATE:

12/14/18

CLOSING DATE:

Continuous

OVERVIEW:

Employment Status: Full-time, "exempt" position.

Work Schedule: To be determined.

First Review Deadline: Applications will be reviewed beginning January 22, 2019. This position will remain open until filled.

California State University San Bernardino is committed to promoting inclusive excellence and equal access to education and employment for all students and employees. Part of that commitment is a dedication to the efforts of Title IX, a federal law requiring nondiscrimination on the basis of gender and sex at educational institutions, and the Violence Against Women Reauthorization Act, a federal act that aims to prevent gender-based and sexual violence and harassment, as well as require that educational institutions respond when it occurs.

Application Requirements: Please attach a cover letter, resume (or curricula vitae) and diversity statement. The diversity statement may include your interpretation of diversity, inclusion, gender equity and must include specific examples of how your educational/professional experiences, background/philosophy has prepared you for the role you are applying for at California State University, San Bernardino. (Maximum 250 words)

TYPICAL ACTIVITIES:

Under the general supervision of the Director of Title IX and Gender Equity (the "Director"), the Title IX Investigator (the "Investigator") has primary responsibility for investigating allegations of gender-based discrimination, harassment (including sexual harassment and sexual violence), retaliation, and other areas as requested. Typical activities include but are not limited to:

1. Investigator develops, reports, and presents investigation findings and recommendations for corrective action to the Director and management as appropriate. The Investigator will also identify opportunities for systemic corrective action, recommends changes to policies or operational practices and/or implementation of training to reduce recurrence of complaints.
2. Investigator will ensure implementation and compliance with applicable CSU executive orders and other applicable policies and will ensure that annual Title IX training and regularly scheduled workshops will be provided to all Faculty, Staff and Students.
3. Investigator also serves as a subject matter expert on investigative practice.
4. Independently and with discretion formulates plans, processes, and timetables to conduct accurate, complete, and thorough investigations within the specific timeframes and standards articulated in the CSU Executive Orders, campus policy, or applicable laws.
5. Investigator reviews, interprets, analyzes, and evaluates witness statements, documents, and other evidence collected during the investigation.

6. Investigator prepares comprehensive and accurate factual and analytical investigative reports for management and/or legal counsel.
7. Investigator will advise complainants, respondents, and witnesses of the applicable policies and procedures.
8. Investigator will provide consultative services to the campus community regarding issues of gender-based discrimination, harassment (including sexual harassment and sexual violence), retaliation, and other matters.
9. Provides other duties as assigned.

MINIMUM QUALIFICATIONS:

Candidate must have a Bachelor's degree from an accredited institution AND 3 - 5 years of related experience. Candidate must have at least one year of experience in conducting Discrimination, Harassment and Retaliation investigations. Candidate must have experience developing and delivering effective training programs.

Must have a demonstrated ability to conduct complaint investigations, perform data analysis, write investigation reports and communicate effectively is required.

Must have a demonstrated high degree of independent judgment and high level of accountability for decision making and demonstrated proficiency in using common software, including Microsoft Office Suite.

Must have excellent problem solving and conflict resolution, analytical and writing skills.

Preferred Qualifications:

Juris Doctorate from an accredited institution. Experience in a collective bargaining environment in a university setting is desired.

Preferred knowledge, skills, or abilities of competitive candidates include: a track-record of working effectively with academic administrators and faculty committees, athletics managers, student affairs managers and other university groups; knowledge of federal and state requirements for EEO, affirmative action, and diversity in employment practices in higher education; knowledge of Title IX and gender equity in athletics; and management of web presence.

SUPPLEMENTAL INFORMATION:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'General Mandated Reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training

within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information: <http://hrd.csusb.edu/conflictInterest.html>

This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096)

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.csusb.edu>

5500 University Parkway
San Bernardino, CA 92407
(909) 537-5138

HRRecruits@csusb.edu

Position #2018-T9ADR
ASSOCIATE DIRECTOR, TITLE IX & GENDER EQUITY (ADMINISTRATOR I) REVISED
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