



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

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800-825-1926

mercyhurst.edu

Title IX Coordinator and Compliance Officer

Location: Erie

Department: Student Life

Reports To: Vice President for Student Life

Full/Part Time: Full-time

Classification: Exempt

Closes: Open until filled

POSITION SUMMARY:

The Title IX Coordinator and Compliance Officer is responsible for the development and administration of policies and procedures to ensure the university's compliance with numerous local, state, and federal laws and regulations, including Title IX, Clery Act, Campus SaVE Act, the HEA, etc. The candidate will coordinate with all departments across the university, and serve as the primary point of contact for compliance-related issues. This position reports directly to the Vice President for Student Life and will work closely other university departments regularly.

DUTIES AND RESPONSIBILITIES:

- Serve as the University's Title IX Coordinator, which includes the following responsibilities:
 - Develop and oversee processes for receiving and investigating complaints of sexual harassment and misconduct involving sex/gender discrimination and effectively manage cases in compliance with Title IX requirements.
 - Monitor legal/regulatory changes and new guidance, and then ensure policies and procedures are revised/updated in a timely and compliant manner.
 - Serve as a resource for students and employees for Title IX.
 - Coordinate a team of Deputy Title IX Coordinators and Title IX Investigators.
 - Ensure that all required trainings are completed by Title IX Deputy Coordinators, Investigators, and hearing board members.
 - Develop and implement a case management and reporting plan for each Title IX allegation.
 - Collaborate with other campus offices, as needed, to coordinate and execute in a timely manner the University's response and investigation of Title IX complaints.

- Advise participants about reporting options, University and community resources, and provide information on the policy and procedure for resolving Title IX cases.
 - Arrange interim measures and remedies, as appropriate, in collaboration with the VP for Student Life, Provost, or Human Resources.
 - Develop plans to address any identified patterns or practices of sex discrimination.
 - Conduct and track university-wide Title IX trainings for departments, employees, and students.
 - Monitor campus climate regarding sex discrimination, stalking, and relationship violence through surveys or other proven methods.
 - Revise, as necessary, Title IX information on the University's website.
 - Respond in a timely manner to requests by staff for regulation clarification and interpretation.
 - Monitor and revise Title IX policies in university handbooks, catalogs, and other publication.
 - Develop and implement a comprehensive compliance database to assist each office with monitoring and reporting of compliance-related information.
 - Collaborate with all divisions and offices of the institution in program, process, and policy development and enforcement of Title IX and Compliance.
 - Other relevant duties as assigned.
- Serve as the University's Clery Act Coordinator, which includes the following responsibilities:
 - Develop the institution's Clery Compliance related policies and procedures.
 - Prepare, publish, and disseminate the University's Annual Security & Fire Safety Report.
 - Identify Campus Security Authorities (CSAs) and annually notify CSAs of reporting obligations.
 - Send annual request for crime statistics to all CSA's at the end of each calendar year and on a continual basis.
 - Develop, facilitate, and manage the training of CSA's.
 - Chair a Clery Compliance Committee of relevant campus stakeholders.
 - Identify Clery geography and coordinate requests for crime statistics from law enforcement agencies.
 - Ensure notices announcing the availability of the Annual Security and Fire Safety Report are properly developed and available to prospective students and employees.
 - Ensure the daily crime log is properly maintained and updated to meet Clery compliance. This includes making readily available at all public safety office locations a copy of the past sixty days of crime log.
 - Ensure compliance with the daily crime and fire log requirements.
 - Consolidate relevant data from campus security authority sources with information and policies from across institutional departments.

- Coordinate with the appropriate campus departments to ensure compliance with HEOA Fire Safety regulations.
 - Work with the Department of Public Safety Records Division to ensure proper classification and categorization of crime incident reports.
 - Manage the institution's Timely Warning Reports.
 - Collaborate with Police and Safety, and Protective Services to ensure compliance with the Emergency Notification requirements of the Clery Act.
 - Train key institutional stakeholders on Clery Act requirements.
 - Serve as the Records Custodian for all Clery Act-associated records.
 - Stay abreast of pending and final changes to the Clery Act and other laws or regulations affecting Clery Act provisions.
 - Submit annual crime statistics to the Department of Education, as required. Gather and report statistical data for the Uniform Crime Report.
- Serve as University Compliance Officer, which includes the following responsibilities:
 - Oversee and complete additional required federal and state compliance reporting (e.g., Annual PA Department of Education Assurances, Drug Free Schools Biennial Review, etc.)
 - Oversee and coordinate intersection of compliance efforts across Title IX, Clery, and VAWA, to ensure policies and procedures are compliant.
 - Work in conjunction with Office for Institutional Effectiveness to ensure Higher Education Act (HEA) compliance relevant to regional accreditation status.
 - Conduct annual university compliance workshops and trainings.
 - Other federal, state, and local compliance-related tasks as assigned.

QUALIFICATIONS:

- Bachelor's degree in a related field required.
- Master's degree in a related field or JD strongly preferred.
- Minimum 2 years' experience in higher education or compliance position preferred.
- Title IX or Clery Act compliance experience preferred.
- Working knowledge or demonstrated ability to quickly learn relevant laws and regulations (Title IX, due process protections, Clery Act, Violence Against Women Reauthorization Act, FERPA, etc.)

COMPETENCIES:

- Ability to work independently
- Ability to prioritize work
- Ability to set and meet deadlines
- Ability to read and interpret complex legal documents and guidance and understand their impact on university policy and procedures.
- Ability to implement and monitor administrative systems to ensure compliance with applicable regulations.
- Able to direct, manage, and perform detailed work with accuracy under time pressure.

- Strong communication and interpersonal skills combined with the ability to collaborate effectively with colleagues and students having a range of backgrounds, interests, and perspectives.
- Skill in writing concise, logical analytical reports to convey complex issues.
- Ability to develop and conduct employee and student training (i.e. effective public speaking.)
- Excellent judgment with the ability to manage highly sensitive and confidential information.
- Strong skills in the areas of conflict resolution, problem solving techniques, and interviewing.
- 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.
- Ability to maintain neutrality and work under stress.
- Approachable demeanor, able to listen well and demonstrate sensitivity to and respect for individual needs.
- Ability to establish and maintain professional and productive working relationships with staff at all levels at the University.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

LIFTING – Rarely

DRIVING - Rarely

PUSHING/PULLING - Rarely

DATA ENTRY - Frequent

CLIMBING - Rarely

OVERNIGHT TRAVEL - Rarely

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation,

gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.