

# Job Description

## Position Title

### **Associate Director for Civil Rights and Bias Response/Title IX Coordinator**

## Position Summary

The Associate Director for Civil Rights and Bias Response/Title IX Coordinator, who will report to the Chief of Staff, is responsible for supporting a diverse and vibrant community of students, faculty and staff at Bryn Mawr College. They will work closely with the Dean of Student Life, Dean for Equity, Inclusion, and Community Life, Human Resources, and the Provost's Office in developing, reviewing, and implementing policy and procedures to support the College's responsibilities for Title IX, Title VI, other civil rights laws, and Bias Incidents. This position will play a critical role in managing the grievance process and case management of complaints involving community members impacted by Title IX, other civil rights laws, and Bias Incidents. This role focuses on fostering a campus environment that promotes belonging, equity, and wellness for all students and employees. The role will implement policies, procedures, and educational programs that ensure a safe, inclusive, and supportive environment.

## Responsibilities

### **Education and Training 30%**

- Organize and manage a cohort of Deputy Title IX Coordinators to assist with the management and implementation of population-specific compliance strategies and programs.
- Support the development and implementation of educational programming, training initiatives, and community engagement opportunities through collaboration with the CARE Team, Wellness Program "OwlWell", and the Bias Incident Response Team.
- Promote faculty, student, and staff involvement in the work of Title IX, civil rights compliance, and Bias response through intellectual, social, and cultural programs and training at the College and in their field.
- Oversee the work of the College's teams that review and respond to identity-based harm and reports under Title IX, Title VI, and other civil rights laws, as well as reported Bias incidents.

### **Support and Advocacy 30%**

- Work collaboratively with campus partners to support community members affected by identity-based harm, sexual misconduct, or Title IX prohibited conduct.
- Coordinate with campus partners to provide appropriate campus

support and resources to for students and employees experiencing sexual misconduct while partnering with community organizations to facilitate access to outside resources for students, staff and faculty, where appropriate.

- Collaborate with local victim advocacy organizations and service providers and on campus peer support resources.
- Work with student groups and other advisory groups on programming as appropriate across the campus and engage community partners when appropriate.
- Develop and deliver clear and accessible education and programming on relevant College policy and applicable law.
- Coordinate and oversee training requirements and opportunities for all community members involved in the assessment and resolution of matters related to discrimination, harassment, retaliation, sexual misconduct, and/or Title IX prohibited conduct. Document and publish the same as required by law.

#### **Compliance Oversight 30%**

- Oversee college-wide compliance with Title IX and all other applicable federal and state civil rights laws, perform all legally expected duties of a Title IX Coordinator, as well as coordinate all other report response under other applicable College policies and procedures.
- Maintain working knowledge of the legal landscape related to Title IX and sexual misconduct, and other federal and state civil rights laws, , and related areas, including new and changing requirements. Recommend and implement policy and practice changes, as necessary.
- Provide oversight of investigations and adjudications of alleged identity-based discrimination, harassment, or retaliation, sexual misconduct, and/or Title IX prohibited conduct.
- Oversee the administration of all applicable College policies related to identity-based discrimination, Title IX, sexual misconduct, harassment, or retaliation.
- Partner with Campus Safety to gather data on incidents for both Title IX investigations and Clery Act statistics to include ensuring that incidents are accurately classified and reported.
- Collaborate with the Bi-College Associate Director of Investigations and Title IX Coordinator at Haverford College to ensure reports at BMC and cases involving BMC students at Haverford College are managed within appropriate College policies, procedures, and legal requirements.

#### **Data Management and Reporting 10%**

- Maintain reliable data and records related to discrimination, harassment, retaliation, sexual misconduct, and Title IX concerns utilizing Maxient software.
- Analyze data to identify trends and inform policy improvements.

### Qualifications

Masters in a related field required

3-5 years of related experience; experience in higher education setting strongly preferred