

POSITION DESCRIPTION

Five College Civil Rights and Title IX Investigator

November 22, 2024

Organizational Unit	Five College Office of Risk Management	FLSA Status	Exempt
Program/Project	-	FTE (Calculated)	1.0
Supervisor	Director of Risk Management	Hours/Week	35 (full-time)
Appointment Term	n/a	Weeks/Year	52

Job Summary

The Five College Civil Rights and Title IX Investigator plays an integral role in helping the member institutions of the Five College Consortium realize their commitment to fostering safe and respectful campus climates free of unlawful discrimination, harassment, and sex and gender-based misconduct. Working with multiple on- and off-campus stakeholders, the Civil Rights and Title IX Investigator executes prompt, effective, and remedial investigative responses to reports or complaints of discrimination and harassment in accordance with each member institution’s policies and procedures. The Investigator may also be asked to perform tasks under the umbrella of civil rights compliance, based on current investigation load, such as: record-keeping, training and outreach, and other related duties. The position reports to the Director of Risk Management of Five Colleges, Incorporated (FCI), and has select reporting duties directly to the participating colleges.

Duties

Serve as an external investigator for reports alleging discrimination, harassment, or sexual misconduct by or against members of the Amherst, Hampshire, Mount Holyoke, and Smith College communities.

- Using best practice investigative techniques and strategies, in accordance with each member institution’s policies and procedures, gather all pertinent case information and submit it according to standard report writing and information collection methods.
- Document all case-related interactions and interviews with complainants, respondents, witnesses, and others; write and submit to the appropriate campus officials timely and accurate reports of all interviews.
- In collaboration with personnel on the relevant campus, review and finalize investigative reports, as needed.
- At times, depending on college policy, make a determination of responsibility at the close of an investigation.
- Participate in hearings and appeals, as necessary and as required by the relevant campus to provide insight on such investigations.

Acquire knowledge and training to stay abreast of developments and/or changes in applicable civil rights or campus legislation (including but not limited to Title IX, Title VI, Title VII, VAWA, the MA Campus Sexual Assault law, the Clery Act, ADA/504, EEO, and other related legislation) on an ongoing basis.

- Remain up to date on each member institution’s applicable policies and procedures.
- Complete approved required and/or recommended trainings.
- Attend on-campus and virtual meetings related to civil rights and Title IX and as scheduled.
- Participate in other relevant trainings as time and budgets allow.

Collaborate with stakeholders to identify and address systematic problems or issues.

- Identify needed changes to Title IX and EEO policies and/or processes and communicate such feedback to the applicable member institution.
- Assist equal opportunity colleagues in reviewing and revising written materials used in Title IX and EEO processes to help ensure efficiency, accuracy, and compliance.

Assist with training and outreach, and engage in other duties as assigned. This is a new position; duties may evolve over time.

Importance of Diversity to our Mission

Five Colleges, Incorporated and its five associated institutions are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas, and points of view for the essential contribution this diversity makes to the missions of our organizations. In support of this commitment, Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people within the organization itself, at the colleges, and in our partner organizations.

Minimum Qualifications

- Bachelor's degree required; master's or law degree preferred.
- Three years of professional experience in the area of investigations, including Title IX and/or other civil rights, student conduct, law enforcement, workplace harassment, or issues related to gender-based violence and/or discrimination; five years experience preferred.
- Working knowledge of applicable federal laws and regulations including, but not limited to, Title IX, Title VI, Title VII, Violence Against Women Reauthorization Act, the MA Campus Sexual Assault law, the Clery Act, ADA/504, and Equal Employment Opportunity.
- Ability to maintain professionalism, objectivity, and confidentiality while investigating sensitive cases.
- Strong communication (verbal and written) skills.
- Demonstrated attention to detail in report writing.
- Demonstrated flexibility, curiosity, problem-solving, and conflict resolution skills.
- Ability to build rapport with complainants and respondents.
- Ability to collaborate effectively with individuals from diverse backgrounds, and with diverse agendas and perspectives.
- Organizational skills to follow cases through the entire investigative process and to complete work on time.
- Demonstrated decision-making ability and sound judgment in complex and/or controversial situations.
- Working knowledge of common computer applications and platforms (Microsoft Office, Google suite).
- Ability to meet (with or without accommodation) the physical expectations of the position, which include: ability to comprehend written and verbal communication; ability to communicate effectively in person, by telephone, by videoconference, and in writing.
- Reliable access to transportation; this position requires the flexibility to travel among the five campuses as needed. Employees with a driver's license are required to comply with Five College Driver Credentialing policies.
- Ability to pass a post-offer background check.

Preferred Qualifications

- Understanding of, and training in, topics required by previous and current Title IX regulations and the 2021 Massachusetts Campus Sexual Assault Law (M.G.L. c. 337).
- Experience as a Civil Rights or Title IX investigator, hearing board officer, informal resolution facilitator, or Title IX Coordinator or Deputy Coordinator in a higher education setting.
- Five years experience in higher education.