

# Position Description

**Position Title:** Deputy Title IX Coordinator & Director of Special Projects Student Affairs

**Classification:** Unclassified

**Function of Work:** Student Advocate, Advisor & Instructor

**Supervision Received:** Dean of Students

**Supervision Exercised:** Graduate Assistants and Student Workers

**Qualifications:** Master's Degree and experience in Higher Education

## Responsibilities

- Assist Dean of Students with Title IX conduct cases and other student complaints
- Assist Dean of Students with Office for Civil Rights and Title IX compliance
- Assist Dean of Students with written materials, including websites
- Advocate for student rights
- Advise student organizations
- Create modules for educational sanctions & teach sanctioned modules
- Create modules for UNIV 1000 classes, Title IX, diversity, Student Code of Conduct
- Collect data related to student learning outcomes and student experiences
- Produce reports related to Title IX activities, education, prevention, care for victims
- Assist in producing reports related to Drug & Alcohol Task Force
- Develop and implement special projects for the Office of the Dean of Students
- Instructor of UNIV 1000 classes
- Instructor of ENGL 1010, 1020, and 2110 classes