



Elizabethtown College

Career Opportunity

Title IX Coordinator

Elizabethtown College seeks applications for a Title IX Coordinator. Reporting to the Associate Provost and with direct access to the President, the Title IX Coordinator will provide leadership for campus-wide compliance with all aspects of Title IX of the Education Amendments of the 1972 Civil Rights Act, the Violence Against Women Act Reauthorization of 2012 (VAWA), and the college policies prohibiting sexual discrimination, harassment and retaliation. The Title IX Coordinator will serve as a central resource for all constituencies on broad issues related to Title IX and collaborate with campus partners to build and maintain an even safer and more gender-equitable campus community.

Primary duties include but not limited to: ongoing review of policies and practices; coordination of effective college-wide education, training, and outreach programming; collaborate with Title IX Deputy Coordinators and investigators; oversight and tracking of the College response to all complaints; tracking of all training related to Title IX; identification of any patterns or systemic problems; convening the Title IX Response Team; and other duties as assigned.

The successful candidate will have a bachelor's degree from an accredited institution in a related field; three to five years of experience in the application of Title IX or related regulations and compliance issues; demonstrated experience with developing and providing Title IX training; working knowledge of Title IX, Clery, and VAWA related compliance issues as well as strong commitment to diversity. In addition, the successful candidate must have demonstrated experience conducting investigations; working with confidential information; manage complex and highly sensitive situations; as well as excellent written and verbal communication. A master's degree in a relevant discipline with experience in higher education compliance management or in the role of ombudsman is preferred. Also, experience in the successful development and implementation of educational training programs with strong presentation and facilitation skills is preferred. Significant related experience may be considered in lieu of required qualifications.

Anticipated hiring range for this position is \$60,000 - \$70,000.

Located in southeastern Pennsylvania, Elizabethtown College offers its 1,900 students more than 53 academic programs in the liberal arts, sciences and professional studies. Driven by its commitment to "Educate for Service," Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. For more information, consult <http://www.etown.edu>.

To apply, candidates should send a letter of interest, employment application, resume, and contact information of three references to:

hr@etown.edu (preferred)

-OR-

Elizabethtown College
Attn: Human Resources
One Alpha Drive
Elizabethtown, PA 17022

For more information visit: <http://www.etown.edu/hr>