

Associate Director for Interpersonal Violence Prevention & Title IX Response

Summary: The Associate Director of Title IX Compliance and Education is a critical role in maintaining a campus environment free from unlawful sexual misconduct and interpersonal violence and promoting a respectful and healthy working environment for faculty, staff, students, and visitors. This position is responsible for developing, leading, and maintaining university-wide Sexual Misconduct prevention and awareness programming and outreach efforts for students, staff, and faculty that is responsive to the diverse identities at Queens and reflects inclusion and equity best practices. In addition, this position serves as a Deputy Title IX Coordinator, assisting the AVP of Diversity, Equity, and Inclusion/Title IX Coordinator to ensure institutional compliance with Queens' Sexual Misconduct and Interpersonal Violence Policy, federal and state statutes, regulations, and case law requiring the prompt, fair, and impartial resolution of all reports pursuant to relevant university policies and civil rights laws, including Title IX. This full-time, 12-month, benefits-eligible position reports to the AVP of Diversity, Equity, and Inclusion/Title IX Coordinator. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities

Implementation of a Comprehensive Sexual and Interpersonal Violence Prevention Plan

- With input from the AVP of Diversity, Equity, and Inclusion/Title IX Coordinator, create and implement a strategic plan for a comprehensive sexual and interpersonal violence prevention plan.
- Coordinate large-scale community events designed to promote open discussions of sexual respect and community climate, and advance goals of Student Life and University.
- Design and deliver workshops on a range of topics including bystander behavior, healthy relationships, healthy sexual and intimate boundaries, and understanding Queens' processes and policies
- Design, implement, and assess socio-culturally relevant educational programs on topics such as those promoting positive attitudes of sex, gender, gender expression, gender identity, and sexual orientation; promote understanding of consent and incapacity, as well as the prevention of sexual violence, intimate partner violence, stalking, and sexual harassment.
- Conduct regular assessments of prevention, education, awareness, response efforts, programs, and services.
- In conjunction with the AVP of Diversity, Equity, and Inclusion/Title IX Coordinator, manage the mandatory online sexual assault prevention program required for all incoming students; including tracking progress of students, sending reminders, and uploading new participants into the system.
- Develop digital and print educational materials for the Queens community, utilizing social media (existing and emerging technologies) for communication and outreach purposes; and both virtual and in-person outreach strategies.

Title IX and University Response to Sexual and Interpersonal Violence

- Serve as a Deputy Title IX Coordinator, as needed, to conduct initial intake of reports of sexual harassment including sexual misconduct
- Assist with training investigators, navigators, advisors, panelists, and other Title IX volunteers
- Consult with faculty, staff, and students on Title IX inquiries and serve as a trusted resource to community members as needed

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- Assist the AVP of Diversity, Equity, and Inclusion/Title IX Coordinator in the development of policies, documents, and processes related to the Sexual Misconduct and Interpersonal Violence Policy
- Remain current and knowledgeable of federal, state, and local laws and regulations, and understand best practices as related to Title VI, Title VII, Title IX, discrimination, and harassment

Secondary Duties and Responsibilities

- Other duties and special projects may be assigned to meet department and university needs
- Serve on committees and task forces with faculty, staff, and students

Experience, Knowledge and Skills Required

- Bachelor's degree required
- Master's degree in a relevant field including, student affairs, higher education administration, social work, public health, or psychology
- A minimum of 2-3 years of relevant professional experience, including but not limited to experience in a regulatory environment of higher education, such as Title IX, equity office, and/or discrimination prevention, sexual misconduct or interpersonal violence prevention, community building and restorative practices. In lieu of a master's degree, appropriate combination of relevant experience.
- Demonstrated experience in developing and delivering educational content that touches on sensitive issues, such as sexual health, mental health, or equity issues.
- Demonstrated experience in program development for diverse populations
- Demonstrated commitment to diversity, inclusion, and equity
- Excellent verbal and written communication skills, as well as skill in presenting effectively to faculty, staff, and students
- Excellent interpersonal skills and ability to quickly establish and maintain strong rapport with campus constituents
- Solid problem-solving skills, critical thinking, and the ability to analyze components and arrive at a logical course of action while knowing when to ask for assistance or direction
- Ability to develop learning outcomes and program assessment
- Ability to build trust and work collaboratively with a community of faculty, staff, students, university stakeholders and community partners
- Excellent interpersonal skills and an ability to cultivate partnerships in Queens' diverse community of students, staff, and faculty.
- Ability to maintain strict confidentiality and discretion
- Demonstrated ability to effectively prioritize multiple competing tasks and demands in a fast-paced environment

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**AD-IVPX**” and **YOUR NAME** in your email Subject Line.

(**Example:** AD-IVPX Nolan Wesley)

Submissions received by March 25, 2022 will receive first consideration. Queens will continue to accept submissions until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, Queens aspires to become **the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world’s most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.



Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (with or without reasonable accommodation)

- Visual Abilities: Read reports, create presentations, and use a computer system.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling: Write, type, and use the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, Pulling, Pushing: Exert up to 25 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Must be willing and able to occasionally work a flexible schedule (e.g., nights and/or weekends) to meet requirements of the position.
- Work in office and conference environments, involving contact with students, faculty, staff, community members, service providers, and vendors.
- Work has deadlines, interruptions, high volume and may be stressful at times.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.