

**Title IX Investigator
Tufts University**

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Posted Jun. 28, 2024, set to expire Dec. 31, 2024

Job Title	Title IX Investigator
Department	Office of Equal Opportunity
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Multicultural Affairs/Diversity Legal Services Human Resources
Job Website	https://jobs.tufts.edu/jobs/20644?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Equal Opportunity (OEO) is guided by the University's commitment to create and maintain an academic and work environment where its diverse population of students, faculty and staff are able to exercise their talents free of harassment, discrimination or inequitable application of university policy. The OEO helps to realize the University's commitment to and aspirations for development, implementation of, execution and monitoring of the federal and state mandated EEO policies and programs. This also includes programmatic responsibilities such as supporting the University's Accommodation, Title VI, Title IX and Title VII policies (such as the non-discrimination policy including sexual misconduct) through prompt, effective and remedial formal and informal

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investigative responses to complaints of harassment and discrimination brought by students, faculty, staff and third parties and set forth in various university policies and guidelines.

What You'll Do

Working with other experienced internal investigators for Accommodations, Title IX, Title VII and Title VI matters and reporting to the Executive Director of the OEO, the Title IX Investigator will work within a supportive team and collaborate with other members of the Tufts community to investigate and resolve formal and informal Title IX complaints with trauma-informed interviews and equitable due process approaches as set forth in various university policies and federal and state regulations. For example, the Investigator plays an integral role in helping to realize the University's commitment to and aspirations for a student population free of discrimination and harassment by working with multiple stakeholders (i.e. Legal Department, TUPD, Health Services, Provost's Office, HR, Deans of Students and other offices) on reports of discrimination and harassment of all types for all our community members. S/he/they works particularly closely with the Student Life and Student Affairs staff across the university, the Provost's Office and Human Resource Business Partners and other stakeholders to help resolve allegations of formal harassment and/or discrimination based on all MA 151B and EEOC categories relative to employees. Other programmatic responsibilities include supporting the production of OEO policies and procedures, including informal remedies for students, conducting training for employees and students and representing fairness and neutrality at all times. The Title IX Investigator may at times manage formal adjudications and informal resolutions such as facilitated discussions and/or mediations. This role works with multiple stakeholders, including staff, faculty and students to achieve desired informal and formal resolutions.

The successful candidate will have a minimum of 3 years of experience in actively managing and participating in compliance programs in the areas of harassment and discrimination of Title IX and/or Title VI and other types of investigations (such as Title VI) that OEO receives. A Master's degree is preferred as is an understanding of diversity dynamics and how identities and cultures can intersect with other parts of a person's identities. Excellent written and analytic reasoning skills required. Experience in a university setting is preferred. Must possess superior communication skills and experience in facilitating productive and collaborative conflict and restorative resolutions. Ability to listen and willingness to learn from others in the field. Excellent project management skills needed. Ability to influence and engage others on difficult topics and a demonstrated ability working in a consensus-driven environment is required. Candidates must be able to maintain objectivity and discretion in difficult situations. Strong organizational skills, ability to prioritize tasks and ability to manage multiple competing deadlines are needed. Working knowledge of information technology

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including databases, case management tools and reporting tools is preferred.

What We're Looking For

Basic Requirements:

- Master's plus 3 years of investigative experience, including writing fact finding reports in the area of MA 151B, Title VI and Title IX matters is required OR a Bachelor's degree and 5 years of investigative experience may be substituted for the Master's requirement
- Special licenses required: completion of the MCAD Investigation module is preferred, or willingness to attend in the first year
- Required computer/technical skills: case management tools, reporting tools, databases, Microsoft Office Suite
- Ability to travel to and between Tufts campuses; ability to sit and write for extended time periods; ability to attend and collaborate with various stakeholders in meetings University-wide; excellent presentation skills and ability to speak in front of a class effectively; exceptional listening and communication skills; demonstrated report writing ability; strong inductive and deductive reasoning approach with a sound ability to analyze and convey analysis of evidence; flexibility in approach with different types/levels of customers; an influencer; demonstrated inter-cultural fluency; attention to detail from intake to closure, attention to deadlines, case management and follow up

Preferred Qualifications

- Master's degree in related field preferred; at least 3 years conducting Title IX, Title VI and Title VII investigations
- Previous University experience preferred in a highly collaborative environment
- Strong presentation skills and experience developing and delivering classroom training
- Familiar with case management software, databases and reporting tools
- Demonstrated understanding of diversity dynamics, intersectionality and how identities and cultures can impact protected category identities and willingness to learn
- Ability to navigate a complex and matrixed environment
- Experience writing investigative reports and conducting mediations/informal resolutions



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Pay Range

Minimum \$84,400.00, Midpoint \$105,550.00, Maximum \$126,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact