

# UNIVERSITY OF DALLAS

Director of Civil Rights and Title IX

Job Number: R12881UD

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking a Director of Civil Rights and Title IX who understands and supports the Mission of the University of Dallas and is committed to fostering a campus environment free from discrimination. The Director will be responsible for the compliance requirements under the Civil Rights Policy and under applicable federal and state laws, including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, and their accompanying administrative regulations. The Director will oversee the University's response to allegations of discrimination, maintain, and track all statistics required by university policy and federal and state regulations, and provide training to the University community.

## PRIMARY RESPONSIBILITIES

- Respond to and provide intake on alleged discrimination, sexual harassment, and sexual violence claims; oversee investigations and informal resolutions; compose formal internal reports; and make recommendations regarding further action.
- Conduct and/or oversee investigations of alleged discrimination, harassment, and sexual misconduct complaints in a prompt and equitable manner. Ensure the integrity of investigations is maintained through appropriate discretion, confidentiality, and a commitment to fairness and equity.
- Advise on policy and procedure for civil rights-related matters. Prepare templates for investigations and reporting purposes, and track the status of all current and past reports to maintain compliance standards.
- Develop, implement, and conduct educational programs and initiatives designed to educate and support faculty, staff, and students regarding Title IX education and awareness training programs, as well as training on Church teachings related to Civil rights. Maintain training records. Ensure constituents are aware of their responsibilities, options, and resources.

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- Ensure that university executives, Board of Trustees, Deputy Title IX Coordinator(s), as well as any individuals involved with discipline from areas such as the Provost Office, Student Affairs, and Human Resources, are trained on necessary information, processes, and applicable laws, as well as hearing officers.
- Ensure ongoing compliance with Title IX by collecting and analyzing data, writing comprehensive reports, and maintaining records of investigations.
- Collaborate with leadership and campus constituencies to disseminate information, redesign processes, and support the University's investigative processes; collaborates and coordinate with compliance partners across the institution to support the University's overlapping compliance needs and responsibilities.
- Prepare and produce reports by researching, analyzing, and summarizing information and trends for the University President as required by Texas law and coordinate submissions for the Board of Trustees and other various reports. Provide consultation to other senior officials as necessary.
- Keep abreast of current developments in nondiscrimination law and Title IX.
- In the Student Disability Services Coordinator role, evaluate accommodations requests for students with disabilities. Provide the Student Disability Services Committee training on the ADA/ Section 504. Maintain records.
- Serve on the Behavioral Intervention Team.
- Other duties as assigned to ensure the efficient and effective operation of the Office of Civil Rights and Title IX.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree required.
- A minimum of 5 years of experience in progressively responsible positions involving investigation and management of protected class status-based complaints is required.
- Knowledge of applicable laws, including Title VII, ADA, VAWA, Title IX, and related laws and regulations, is required.

## **PREFERRED QUALIFICATIONS**

- Juris Doctor or other advanced degree in a related field.
- Prior experience as a Title IX Coordinator in an academic setting, as is experience conducting training on relevant topics.
- Knowledge of trauma-informed practices and demonstrated ability to work effectively with survivors of assault.
- Prior experience in investigating and responding to complaints in an academic setting is preferred, as is experience in conducting training on relevant topics.

## **ADDITIONAL INFORMATION**

- Irregular hours such as nights and weekends, will be required for student events/reports.
- Oversees the work of Deputy Title IX Coordinators and assigned investigators.

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## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefit for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**