POSITION TITLE: Title IX Investigator
LOCATION: Erie Campus
POSITION TYPE: Part-Time Intermittent Hourly
IMMEDIATE SUPERVISOR: Title IX Coordinator

DESCRIPTION:
The Title IX Investigator will work on an intermittent part-time basis when cases arise. A typical investigation may take between 5-20 hours of interview and report writing time. The Title IX Investigator should expect to conduct between 15-20 investigations per year. The Title IX investigator reports to the Title IX Coordinator and is responsible for coordinating and conducting investigations into reports of sexual harassment, sexual assault, stalking, intimate partner violence, and any other alleged violations of the University’s Title IX Policy that involve students. When a complaint is filed, the Title IX Investigator will conduct a prompt and thorough investigation. The Title IX Investigator acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.

PRIMARY DUTIES:
Include but are not limited to:
• Under the general direction of the Title IX Coordinator, investigate complaints of sexual misconduct, sexual harassment, gender-related violence including stalking and intimate partner violence, discrimination, harassment, retaliation, and other forms of alleged misconduct as assigned.
• Identify University policies and/or Student Conduct Code provisions relevant to a complaint.
• Exercise judgment regarding the resolution of complaints.
• Conduct a prompt, equitable, and impartial investigation into complaints including identifying and interviewing parties and identifying, gathering, and assessing information relevant to the investigation.
• Actively foster and maintain a climate that is supportive of students.
• Assist in classifying and recording offenses in order to maintain State, Federal, Clery and Title IX records.
• Complete Title IX trainings as necessary.

QUALIFICATIONS:
• A Bachelor’s degree or significant experience in investigations or legal proceedings is required.
• Candidate must have background in conducting investigations and/or be willing to complete relevant Title IX investigator training courses as identified by the University.
consideration will be given to candidates with background in the law, law enforcement, judiciary, higher education student/residence life, or other field where complaint resolution and investigations are common.

- Be available with short notice to begin an investigation when contacted by the University, and work on that case until complete. Hours will often be on nights and weekends, or at other times where students are available to be interviewed.
- Excellent judgment with the ability to manage highly sensitive and confidential information.
- Strong skills in the areas of conflict resolution, problem solving techniques, interviewing, and investigation.
- Strong analytical skills and the ability to assess and negotiate complex, highly sensitive situations. Exceptional critical thinking skills demonstrated by the ability to analyze information, evaluate results, and facilitate resolution of difficult challenges, including the ability to handle issues of complex and extreme sensitivity.
- Skill in writing concise, logical analytical reports to convey complex issues.
- Ability to maintain neutrality and work under stress.
- Strong and effective interpersonal skills; the ability to listen well and demonstrate sensitivity to and respect for individual needs.
- Ability to work as part of a University-wide community to resolve complaints in a neutral and sensitive manner.
- Ability to establish and maintain professional and productive working relationships with staff at all levels at the University.
- Ability to read and interpret complex legal documents to evaluate their impact on University policy and procedures.
- Working knowledge of nondiscrimination laws and compliance regulations including Title IX, due process protections as they apply to Student Conduct proceedings, the Clery Act, VAWA, and FERPA

ABOUT MERCYHURST:
Mercyhurst University, is a fully accredited, four-year, Catholic, liberal arts institution founded in 1926 by the Sisters of Mercy, who worked hard to make the college and the Erie community a better place. Today, Mercyhurst has evolved considerably. The university is home to more than 3,000 undergraduate and graduate students immersed in more than 50 undergraduate majors with 67 concentrations as well as unique adult programs and eight graduate degrees.

In addition, Mercyhurst University offers 24 varsity level sports, all of which are competitive in either NCAA Division I or II. Furthermore, the university maintains its associate degree programs at a campus in scenic North East, just 20 minutes from Erie.
And in the spirit of our founders, Mercyhurst continues to play an important role in the community. Inspired by our motto, “Carpe Diem” (seize the day), our faculty and students are busy making a difference on and off campus – from “the Hill” to the far corners of the world.

APPLICATION PROCESS:
Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA  16546
hrinfo@mercyhurst.edu

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.

Candidates must be currently eligible to work in the United States.