

JOB DESCRIPTION:	Deputy Title IX Coordinator		
DEPARTMENT:	Civil Rights and Title IX		
REPORT TO:	Assistant Vice President/Director of Compliance		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#423155	DATE APPROVED:	29-JUN-2020
		DATE MODIFIED:	21-MAY-2025

SUMMARY: The Deputy Title IX Coordinator/ Investigator works with Title IX Coordinator to ensure institutional compliance with Title IX of the Education Amendments of the 1972, the Violence Against Women Act Reauthorization of 2013 (“VAWA”), the Campus Sexual Violence Elimination Act (“Campus SaVE”), Civil Rights Act of 1964 and other related federal and state laws.

DUTIES:

1. Serves as the assistant to the Title IX Coordinator by providing subject-matter expertise on requirements of and compliance with Title IX/Civil Rights, and related federal and state laws.
2. Receive and conduct initial assessments of complaints and reports of potential violations related to Title IX and Civil Rights to determine the severity and scope of the issues reported.
3. Serves as a Title IX/Civil Rights Investigator by investigating and helping to ensure timely resolution of assigned reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, stalking, discrimination/harassment based on a protected class involving faculty, staff, and students.
4. Effectively manages the day-to-day responsibilities of the duties of the Title IX Coordinator in the absence of the Title IX Coordinator.
5. Provides training sessions, educational events, and promotes awareness to university faculty, staff, and students on university campus regarding prevention of and response to sexual misconduct, sexual harassment, domestic violence, dating violence, stalking, and discrimination/harassment based on a protected class.
6. Collaborates with the University’s Campus Police to ensure accuracy in reporting annual crime statistics, as required by the Jeanne Clery Act.
7. Assists the Title IX Coordinator with the University’s Title IX/Civil Rights efforts, including the development, implementation, and monitoring of appropriate disclosures, policies, procedures, and practices designed to comply with federal and state legislation requiring the prompt and equitable resolution of Title IX/Civil Rights complaints.
8. Helps to maintain and update content for the University’s Diversity and Compliance webpage.
9. Participates annually in self-directed professional reading, develops professional contacts with colleagues, and attends professional development courses and trainings to ensure a full understanding of the legal requirements and best practices related to compliance with Title IX, VAWA, Campus SaVE Act, Civil Rights, and other related federal and state laws.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor’s degree or 3 years of relevant experience. Related training may be substituted for one experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Strong organizational, interpersonal, writing and speaking skills, and the ability to

communicate effectively within a university environment are required. The ability to work independently in a time-sensitive environment is required. Demonstrated ability to work with individuals from a variety of backgrounds, including victims of sexual assault, domestic violence, or other types of trauma is required. Demonstrated ability to oversee and manage caseload in a manner that ensures the prompt, effective, and equitable conclusion of such matters is required. Computer application skills (word processing, spreadsheet, file management, web page development and maintenance) are required. Multi-tasking abilities and the ability to meet deadlines while remaining focused and composed are required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations): Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Driver's License (if needed)
 - b. Must complete defensive driving (if required for the position)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)