Job Title: Confidential Executive Officer for Title IX and ADA/Section 504

Job ID: 24346

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting directly to the President, the Confidential Executive Officer’s primary responsibility is to oversee and lead the College’s compliance with Federal and State laws, regulations and University policies on behalf of the College, with a focus on Title IX and ADA/Section 504. The preferred candidate will serve as Title IX Coordinator and as Domestic Violence in the Workplace Liaison; will independently receive and investigate complaints, write findings, develop recommendations; direct education efforts for the campus community; maintain records and prepare/analyze reports; and serve as a major contributor and resource regarding all compliance activity.

The Confidential Executive Officer is responsible for communicating policies, developing educational programming and training, receiving and investigating complaints from students, faculty, and staff that include sexual harassment, gender-based harassment, sexual assault, relationship violence and stalking, and assessing campus climate and implementing measures as a result of analyzing data and trends.

Additional duties include, but are not limited to:

- Leads the College’s response to all complaints involving sexual misconduct, including sexual assault, sexual harassment (which includes sexual orientation, gender, gender expression and gender identity, including transgender status), dating and domestic violence, stalking and voyeurism, in coordination with appropriate campus offices, as well as intra-college offices; and writes and reports findings to the College President; leads efforts to address and implement accommodations for students, staff and faculty as appropriate and pursuant to the Americans with Disabilities Act/Section 504; Serves on committees as needed
- Develops and implements complaint procedures including intake, fact-finding, and mediation and/or resolution of Title IX complaints within time constraints, and manages multiple on-going and complex incidents;
- Oversees, directs and coordinates interactive partnerships between the Chief Diversity Officer, Director of Public Safety, Vice President for Student Affairs, Student Judicial Officer, Academic Affairs, the College Attorney, Office of Human Resources, Athletics Director, Chairpersons, Dolphin Cove staff, faculty and Student Government Association with regard to Title IX and other compliance matters; works with the Chief Diversity Officer to ensure compliance regarding affirmative action and equal employment practices under ADA/504 Title VII; collaborates with the Office of Public Safety pursuant to NYS Education Law Article 129A regarding Alcohol Awareness training and certification;
- Develops and disseminates ongoing educational materials to the college community, through email, web site and print publications, that informs all members of their rights and responsibilities under Title IX, and supports CUNY’s compliance efforts with federal, state, and local legislation, including Title IX, The Clery Act, Violence Against Women Act (VAWA), NYS Enough is Enough legislation, NYS Model Sexual Harassment Policy, and CUNY’s Policy on Sexual Misconduct;
- Works with Student Affairs, leads campus electronic and in-person training implementation and monitors completion for all incoming students (i.e. SPARC); Works with Human Resources, leads electronic and in-person training implementation for new and responsible employees (i.e. ESPARC);
- Develops and implements virtual and in-person educational training and outreach programs related to gender equity specifically targeted for faculty and staff and various student groups including but not limited to student athletes, student tutors, student government leaders, student club members;
- Participates in orientations designed for new students, students enrolled in Services for Students with Disabilities, as well as parents of students enrolled in Services for Students with Disabilities, new full-time faculty, new part-time faculty, all Student Affairs staff, all Athletic staff, Human Resources staff, and Civil Service employees; Conducts orientations for faculty department meetings, Health Services, Counseling Center;
- Oversees awareness campaigns, collaborates with faculty, staff and students to conduct campus-wide educational events serves as a resource and provides guidance to department heads, supervisors, faculty, vice presidents and deans regarding their responsibilities related to sexual harassment and Title IX issues and compliance;
- Represents the College and responds to University requests regarding compliance related matters; works with Public Safety on Clery Reporting; prepares required reports, collects and disseminates appropriate data to federal and state agencies (i.e. Annual Report to NYS Department of Education regarding Section 129B ‘Enough is Enough Law’);
- Monitors and updates language of student messaging in compliance with the US Department of Education Higher Education Opportunity Act (HEOA);
- Monitors outcomes of complaints, tracks data and trends to identify patterns and recommends and implements changes in policies and procedures as necessary; maintains and secures records and documentation; prepares statistical reports;
- Advises complainants of available services and resources that may include the College Counseling Center, NYC Police Department, Safe Horizon, NYS Office for the Prevention of Domestic Violence, NYC Office to Combat Domestic Violence, and CUNY’s Employee Assistance Program.

**QUALIFICATIONS**

Bachelor's degree and eight years' related experience required.

Preferred Qualifications include:

- Juris Doctor (J.D.), or master's degree in a relevant field with at least two years' experience conducting investigations related to EEO, Title IX, Domestic Violence, sexual misconduct, sexual harassment, and/or gender related violence complaints and preparing written decisions/findings;
- proven success in developing, managing and supporting diversity and inclusion strategies;
- Experience working in a higher educational setting;
- Must have comprehensive working knowledge of applicable federal and state Title IX laws, regulations and policies;
- Demonstrated ability to manage multiple on-going and complex incidents and complaints (preferably in areas of Title IX or ADA/Section 504);
- Experience guiding and supporting EEO initiatives or Title IX training and education; Ability to build relationships and establish collaborative partnerships;
- Ability to work with a wide range of constituencies (students, faculty, executive leadership, administrative staff, parents) with diplomacy and tact;
- Excellent writing and communication skills; attention to detail, strong problem solving skills, ability to manage confidential and sensitive information;
- Ability to act independently, take initiative and exercise sound judgment.
CUNY TITLE OVERVIEW

As a senior staff member serving as a confidential assistant in a Campus or University Executive's office, leads unit initiatives, participates in planning and setting priorities, and drives strategic initiatives to ensure their success.

- Participates in planning and in setting policies with responsibility for preparing aspects of strategic and operational plans
- Participates in developing and executing performance management systems to evaluate progress
- Works with other Campus and University units to oversee complex, high-priority projects, with responsibility for outcomes
- Represents the Executive in Campus or University-wide activities and may act in his/her place as needed
- Independently carries out major responsibilities under the Executive's purview, such as monitoring and evaluating unit activities, financial planning and review, serving as chair of key committees, and communications with senior Campus or University management
- May serve as Chief of Staff of a large Executive Office
- Performs related duties as assigned.

This position is excluded from union representation.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and a writing sample as one file.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.
CLOSING DATE

May 25, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.