Director of Title IX and HR Compliance Services,
Administrator II

Another Source’s client, Sonoma State University, is recruiting a Director of Title IX and HR Compliance Services to join their team.

As one of the 23 campuses in the California State University System, Sonoma is a mid-size comprehensive university, focusing on the liberal arts with a strong emphasis in the arts and sciences. Located approximately an hour north of San Francisco, SSU has 8,200 students, 400 faculty and 600 staff and administrators. Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community. The CSU system offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

Position Purpose:
Reporting to the Vice President of Administration and Finance, CFO, the Director of Title IX and HR Compliance Services serves as the Campus Title IX Coordinator and Discrimination, Harassment and Retaliation (DHR) Administrator, providing administrative leadership and direction for these areas of compliance. The incumbent provides senior-level vision, innovation, and strategic organizational and managerial leadership to the campus community on various diversity, inclusion and compliance-related activities. This position also provides direction and support for compliance with CSU executive orders pertaining to Title IX and DHR employment laws and regulations and other system-wide policies and agreements. To effectively carry out this role, the Director must successfully interface with campus managers, staff, faculty, labor representatives, university counsel, individuals at the California State University (CSU), Office of the Chancellor, other campuses within the CSU, external entities, agencies, and individuals as appropriate.

Major Duties:
Major duties of the position include, but are not limited to, the following in support of Title IX and HR Compliance Services:

• Serve as the University’s Title IX Coordinator, coordinating and overseeing all aspects of the University’s Title IX program. This includes overseeing and tracking all complaints,
investigations and appeals, as well as developing and tracking all prevention and training programs. The incumbent may also be responsible for investigating Title IX and DHR cases as appropriate.

• The Title IX Coordinator is responsible for various system-wide compliance initiatives, programs and projects related to CSU’s executive orders, as well as federal and state gender/sex anti-discrimination laws and policies, including Title IX, the Cleary Act, the Violence Against Women Reauthorization Act, and the California Equity in Higher Education Act. The incumbent must work collaboratively with the Chancellor’s Office and the other CSU Title IX Coordinators throughout the system for consistency and sharing of best practices, and is responsible for overseeing all complaints, reviewing outcomes and working with Deputy Coordinators and the Vice President for Administration and Finance on future strategy and training. This responsibility further includes reporting trends and patterns with regard to Title IX complaints and reports of gender discrimination, sexual harassment, sexual violence and sexual misconduct as they impact students or the academic environment. The Title IX Coordinator must identify and address any systemic problems relating to complaints and work with other departments to ensure Title IX policies are communicated and followed; communicate with law enforcement personnel and other relevant administrators to assure that reports and complaints are handled appropriately; and field inquiries from community organizations to ensure that formal investigative processes and/or informal dispute resolution processes are followed, as applicable.

• Serve as the University’s DHR Administrator which includes responding to all DHR complaints, overseeing and tracking all investigations, and issuing outcome reports. This further includes collaboration with Human Resources and/or Faculty Affairs when an employee is involved.

• Develop and implement programs that achieve the University’s goal to create, maintain, and sustain a safe community that welcomes diverse perspectives, inclusive excellence, and collective thought.

• Serve as staff support to the President’s Diversity Council.

• Work in collaboration with other members of the campus community to build and support a culture of respect, social justice, and civility.

• Administer effective budget and fiscal control for the department.

Minimum Qualifications:

• This position requires a bachelor’s degree from an accredited institution in the area of human resource management, Title IX Compliance or related field, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position, and five or more years of progressively responsible and applicable management and/or supervisory experience. Higher education experience highly preferred. Knowledge of or ability to learn computer applications that support management systems with a high level of computer proficiency and advanced oral and written communication skills required.

• The incumbent must possess a solid foundation in human resource and Title IX laws, regulations, practices and principles; demonstrated ability to investigate and analyze problems, multi-task, utilize creative problem-solving skills with the ability to reason logically, develop imaginative and innovative solutions, negotiate, and resolve highly sensitive, complex and unprecedented problems. Demonstrated understanding and/or experience in successful development and implementation of educational and training programs for employees and students designed to address primary prevention of DHR, Title IX and VAWA. To be successful the incumbent must show a
commitment to be collaborative and have the ability to develop cooperative working relationships at all levels of the University and a commitment to the success of the organization.

- The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.

The CSU system is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Another Source website. Electronic submission of materials is strongly encouraged.

Another Source works with their clients, on a retained project basis, to maximize the recruiting process.