

University of the Pacific Stockton, California

UNIVERSITY OF THE
PACIFIC



Position Profile
Title IX Coordinator
June 2018



The Institution

University of the Pacific (Pacific) is a nationally-ranked university with three distinct campuses united under one common goal: to educate and prepare the leaders of tomorrow through intensive academic study, experiential learning, and service to the community. Drawing on its rich legacy as the oldest chartered university in California, Pacific is a student-focused, comprehensive educational institution that produces outstanding graduates prepared for personal and professional success. The student body thrives in Pacific's small classes and dynamic cultural environment, while its distinguished alumni are transforming their communities every day.

Widely recognized as one of the most beautiful private university campuses in the West, the Stockton Campus offers more than 80 areas of study in nine schools and colleges, including 25 graduate programs and 10 accelerated programs. The University's distinctive Northern California footprint also includes its San Francisco Campus, home to the Arthur A. Dugoni School of Dentistry and graduate programs in health, food and technology fields, and the Sacramento Campus, home to the Pacific McGeorge School of Law and graduate programs in health, education, business, public policy and data science. Undergraduates make up more than half of the total University population, with more than 3,800 undergraduates and more than 1,150 graduate and professional students enrolled for the current academic year. Pacific students benefit from small class sizes which average a student-faculty ratio of 12:1. To learn more about University of the Pacific go to www.pacific.edu.

Location: Pacific's main campus in Stockton, California consists of 175 acres of brick and ivy-covered buildings in the tradition of Ivy League colleges. It is ranked one of the ten most beautiful college campuses in the country and is perfectly situated half way between Sacramento and San Francisco.



Interesting facts:

- Pacific became California's first chartered institution of higher education in 1851 and was the first co-ed university in California.
- Pacific is fully accredited by the Western Association of Schools and Colleges (WASC).
- Pacific rankings:
 - US News and World Report 2016 ranks Pacific top 15 - Campus Ethnic Diversity (National Universities category)
 - The Wall Street Journal/Times Higher Education ranks Pacific No. 10 top private college in California and No. 13 top private college in the West
 - The Brookings Institution ranks Pacific No. 3 Best-Value College in California (2015)



The Position

Reporting directly to the Chief of Staff for the Office of the President, the **Title IX Coordinator** is responsible for coordination and oversight of the University's Title IX efforts. The Title IX Coordinator shares oversight of state and federal discrimination laws with the University's Assistant Vice President of Human Resources and enforces the University's Policy Prohibiting Sexual Misconduct, Discrimination and Retaliation (referred to in this position profile as the Title IX Policy). This position is responsible for coordinating University-wide, multi-campus Title IX compliance efforts on the physical and digital campuses of the University of the Pacific. The Coordinator will serve on the University's Title IX Coordinating Council providing guidance related to compliance. Responsibilities include but are not limited to: education; training; prevention; outreach; monitoring and compliance; assessment; reporting; and assisting the University in providing a safe, open, diverse and inclusive learning, living, and working environment. The Title IX Coordinator must be a strong collaborator working closely with Academic Affairs, Student Life, Business & Finance, and other appropriate university offices as well as off-campus community resources.

Essential Functions:

- Coordinates and implements the University's Title IX compliance, education, training and investigative efforts and helps strengthen a culture that supports a safe and respectful learning, working and living environment:
 - Monitors and enforces Pacific's Title IX Policy; oversees updates to the policy as required.
 - Monitors and coordinates University Title IX compliance activities to ensure that all requirements are met including timely submission of required reports and required storage of documents.
 - Monitors and enforces the University's compliance with state and federal anti-discrimination and retaliation laws, in coordination with the Assistant Vice President of Human Resources.
 - Works collaboratively with administrators in the offices of Student Life, Public Safety, Academic Affairs, Business and Finance, Human Resources, Student Conduct and Community Standards, Athletics, General Counsel, the President's Office and others as appropriate with respect to overlapping responsibilities related to compliance with Title IX.
 - Coordinates the University's Title IX Coordinating Council composed of faculty, staff and students to improve University procedures and approaches to Title IX compliance.
 - Advises senior leadership on emerging issues and laws, regulatory changes and requirements fostering commitment and support from executive leadership.
 - Provides a long-term vision for compliance and community development that further enhances a safe and respectful learning, living and working environment.
- Conducts and/or oversees the prompt, effective and equitable investigation and timely resolution of all complaints of sexual misconduct and gender-based discrimination involving members of the University community employing trauma-informed interviewing protocols:
 - Manages the University complaint investigation and hearing procedures, ensuring information regarding the Title IX policy is widely disseminated.
 - Coordinates investigation and response to all complaints ensuring complaints are handled through consistent practices and standards including trauma-informed protocols per DOE and OCR regulations and Pacific's Title IX Policy.
 - Determines the lead investigator for each investigation involving possible Misconduct and/or Title IX Policy violation, in coordination with appropriate University constituencies including Human Resources, the Provost's office and Student Life.

- If appropriate, appoints a three-member review panel to conduct a review hearing in coordination with appropriate University constituencies.
- Supervises investigations performed by Deputy Title IX Coordinators.
- Identifies and addresses any patterns of sexual misconduct.
- Leads the University's education, training prevention and outreach efforts related to Title IX and sexual misconduct developing a communication campaign to inform University faculty, staff, students and special populations:
 - Develops and implements education, training and risk reduction programming to address the prevention of sexual misconduct including but not limited to sexual assault, dating violence, domestic violence, stalking, gender-based harassment and retaliation.
 - Provides strategic leadership and oversees the creation and delivery of education and outreach efforts to the University community to ensure all members of the community understand their rights and responsibilities.
 - Provides training for "Responsible Employees" and "Mandated Reporters" as well as those designated with confidentiality status regarding OCR/DOE reporting requirements.
 - Facilitates the flow of information among various University offices with responsibilities for compliance.
 - Coordinates efforts to ensure that consistent and accurate information relating to policies, processes, education and services is readily available to the University community via a singular web location.
 - Ensures Pacific's "Notice of Nondiscrimination" is widely disseminated.
- Develops and conducts required annual campus climate surveys to identify and address any systematic or other patterns of behavior in violation of Title IX regulations, using the results to inform proactive remedial steps:
 - Works in collaboration with University and campus departments to collect and report all required data to the Department of Education and the Office of Civil Rights.

Qualifications

Desired Qualifications:

- Bachelor's degree from an accredited university in a related field or equivalent experience required.
- Five (or more) years of progressively responsible experience in a higher education environment, including Title IX and investigation experience required.
- Knowledge of current state and federal laws and regulations related to Title IX, state and federal anti-discrimination laws and VAWA compliance for educational institutions receiving federal assistance.
- Knowledge of best practices as they relate to higher education compliance with Title IX regulations.
- Knowledge of assessment practices involving evaluation of outcomes-based measures and campus climate.
- Demonstrated ability to conduct neutral intake, investigation and resolution activities.
- Strong organization, planning, analytical and problem resolution skills.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Excellent interpersonal skills; ability to deal with confidential and sensitive information.
- Ability to act independently, take initiative and exercise sound judgement.
- Demonstrated commitment to diversity and inclusivity as well as the ability to work with a wide range of constituents with diplomacy and tact.
- Positive attitude, proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion.
- Knowledge of private university campuses and understanding of multiple campus environments is preferred.
- Post-graduate degree in a related field preferred.

To Apply

University of the Pacific, in consultation with Summit Search Solutions, will begin reviewing applications materials immediately and continue until the position is filled. Interested parties are encouraged to apply by **July 15, 2018**. Please include your resume and letter of interest upon application. All applications and nominations will be held in confidence.

To apply online, click here: <https://pacific.peopleadmin.com/postings/12179>

For nominations or further information:

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University of the Pacific is an affirmative action and equal opportunity employer dedicated to workforce diversity. In compliance with applicable law and its own policy, Pacific is committed to recruiting and retaining a diverse faculty and staff and does not discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, color, religion, national origin, ancestry, age, genetic information, sex/gender, marital status, military and veteran status, sexual orientation, medical condition, pregnancy, gender identity, gender expression, or mental or physical disability.

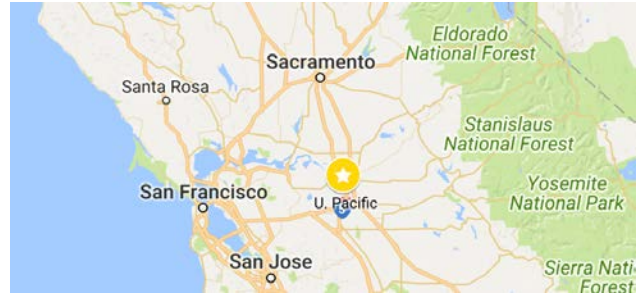


[Summit Search Solutions, Inc.](http://www.summitsearchsolutions.com) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Arizona, California, New York, North Carolina, and Oregon.



About Stockton and Surrounding Areas

Home to more than 700,000 residents, Stockton has a diverse community and access to everything from Japanese grocery stores to the first Sikh temple in the United States. Stockton's relatively low cost of living compared to other California metro areas draws many new citizens – residents are within easy reach of San Francisco, Sacramento, and San Jose, but real estate in Stockton can be a third of the cost. In addition, its central location in Northern California places Stockton in the midst of farms and vineyards, and organic produce is abundant.



The revitalization of Stockton's downtown area has breathed new life into the city, and patrons are seeing a refurbishment of entertainment and recreational options. Stockton's arts and entertainment sector is vastly growing, and the historic Bob Hope Theatre has paved the way for nightly entertainment in the heart of downtown. Art lovers enjoy frequenting the Haggin Museum, which houses works by 19th and 20th century American and European artists, and the Stockmarket, where local artists sell their work amid live music and street food carts.

Meanwhile, Stockton offers opportunities to enjoy its warm, sunny weather. California's Delta waterway runs right through Stockton, making it a premier location for boating and water sports. Stockton also boasts several golf courses and more than 60 parks, and it's about two hours from major beaches (Santa Cruz and Monterey Bay) and ski resorts (Kirkwood and Bear Valley).

Sports fans can catch minor league baseball games at Banner Island Ballpark, home of the Stockton Ports. They can also cheer on the Stockton Heat professional hockey team and the University of the Pacific Division I Tigers basketball team.

To learn more about Stockton, visit:

<https://stocktonchamber.org>

www.visitstockton.org

<https://realestate.usnews.com/places/california/stockton>

