

Associate Director of Compliance/Title IX Coordinator
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=256587>

Downloaded On: May. 6, 2025 6:17pm

Posted May 6, 2025, set to expire May 7, 2025

Job Title Associate Director of Compliance/Title IX Coordinator
Department Administrative
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted May 6, 2025

Application Deadline 05/07/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Associate Director of Compliance/Title IX Coordinator

Category: Administrative

Department:

Locations: Worcester, MA

Posted:

Closes: 5/7/2025

Type:

Position ID: 187135

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General Statement

Under the administrative direction of the Executive Director of Access and Opportunity, the Associate Director of Compliance is QCC's official designated Title IX Coordinator with primary responsibility for legal compliance, oversight, and coordination of all complaints involving Title IX of the Educational Amendments Act of 1972 and VAWA Section 304 and ADA compliance. The incumbent also works in close partnerships with Human Resources supporting the coordination and administration of complaints for Title VI and VII of the Civil Rights Act of 1964. The incumbent supports the Access and Opportunity office as needed.

As the designated Title IX Coordinator, the incumbent oversees all Title IX complaints and reports of sexual misconduct as they impact students or the academic environment and identifies and addresses any systemic problems relating to complaints. The Title IX Coordinator provides support to students impacted by any of the following: Pregnancy, Rape, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Sexual Harassment. As the designated ADA Coordinator, they ensure compliance under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Supervision Received

Reports to the Executive Director of Access and Opportunity

Supervision Exercised

Manages activities of designated Deputy Title IX Coordinators and Investigators and supervises support personnel as assigned.

Duties and Responsibilities

- Oversees and ensures adequate, reliable, impartial and prompt investigations of reports and complaints of sexual misconduct, in accordance with the College Affirmative Action Policy, Student Code of Conduct and Collective Bargaining Agreements. Works in collaboration with Human Resources when employees are involved.
- Reviews proposed remedies (including interim protective measures) necessary to address sexual harassment or sexual misconduct, eliminates any hostile environment and prevents its reoccurrence, and reviews findings as to whether complaints of sexual harassment or sexual misconduct have occurred.
- Coordinates the College initiatives and special projects as needs as pertaining to Title IX.

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- Maintains a master-tracking document for all sexual misconduct complaints.
- Oversees the provision of initial and ongoing annual training for all Deputy Title IX Coordinators and Investigators.
- Ensures Title IX training is provided to all new students and employees, including taking part in new orientations.
- Provides ongoing training, consultation, and technical assistance for faculty, staff, and students on Title IX rights and obligations, including responses to gender discrimination, sexual misconduct, reporting obligations, confidentiality limits, grievance procedures, and support services. Oversees education and outreach programs focused on the prevention of sexual violence, harassment, domestic violence, dating violence, stalking, and retaliation.
- Communicates with the Campus Police regarding the College's obligations under Title IX, and serves as a resource on Title IX issues.
- Ensures information is provided to students and staff regarding their Title IX rights and responsibilities (including via print, electronically and on the college website), including information about the resources available on and off campus, the formal and informal complaint processes, the availability of interim measures, and the ability to file a complaint with local law enforcement.
- Develops and implements long term goals for programming, services, education and assessment of Title IX compliance including but not limited to Pregnancy, Rape, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Sexual Harassment.
- Address any patterns or systematic problems that arise during the review of such complaints and assess overall coordination and response to complaints.
- Maintains a web presence for Title IX and ADA compliance and ensures college publication information remains current.
- Serves as a designated Campus Security Authority (CSA) for the purpose of reporting Clery Act reportable crimes to the Clery Compliance Officer.
- Serves as the ADA Coordinator for the campus.
- Receives and works to resolve ADA matters that arise and works in collaboration with the College Affirmative Action Officer regarding complaints of discrimination.
- Coordinates the Colleges initiatives related to persons with disabilities and requests for accommodation, ensuring the College's compliance with applicable laws, by working closely with Disability Services, Human Resources, Facilities, and Campus Police.
- Facilitates ADA requests for auxiliary aides and services for guests.
- In collaboration with Human Resources, Facilities, and Campus Police, monitors and advises the College on policies, procedures, operations, and activities for compliance with disability legislation, including program accessibility and accommodations in areas such as employment, facilities, transportation, and communications.

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- Actively supports the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Works actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embraces the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provides flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Performs other duties as assigned.

Job Requirements:

Minimum Qualifications

- Bachelor's degree
- Minimum of 3-5 years of experience in Title IX complaints.
- Exceptional interpersonal, verbal, and written communication skills with a demonstrated experience in collaborating with external and internal stakeholders.
- Possess a deep content knowledge of current Title IX, laws, trends, topics, research and best practices for strategic community college decision making.
- Proficiency in database management Microsoft Office Suite.

Preferred Qualifications

- Master's degree in a related field.
- Experience working in a higher

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts

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Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=187135>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative
Quinsigamond Community College

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