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# Example of Section Coordinator Job Description

Our innovative and growing company is looking for a section coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for section coordinator

* Assist the Director(s) of Special Education to gather necessary data with regard to state and federal reporting procedures
* Investigate (and oversee the investigation of) complaints of discrimination, harassment, retaliation, and sexual misconduct involving faculty, students, and staff in accordance with College policies
* Draft appropriate investigative reports and communications regarding findings, determinations, and recommendations
* Responsible for monitoring, reviewing, analyzing, and conducting internal audits of processes and systems at the College and making recommendations/advising departments with responsibilities for compliance matters
* Provide and recommend training to other College Title IX coordinator/s, complaint mediators and administrative investigators, and other campus officials with Title IX responsibilities
* Provide guidance and counseling to students, faculty and staff on matters that fall under Title IX and Section 504
* Maintain the College’s compliance website and other content, including reporting portals
* Ensure the campus community knows of processes for filing complaints and resources for education, prevention, reporting and response to misconduct
* Collaborate with other departments and divisions to conduct trainings aimed at prevention of discriminatory acts and other Title IX- and Section 504-related presentations
* Build and foster community relationships in the furtherance of duties

## Qualifications for section coordinator

* Safety Conscious work ethic
* Good general knowledge of all current warehouse functions
* This position if full-time days rotating weekends
* Associate Degree in Science required
* Awareness of current trends in the visual arts, working knowledge of the latest design software and an understanding of time limits
* Efficient in Adobe CS5+, Photoshop, and Illustrator software