



## Example of Title Coordinator Job Description

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Our company is growing rapidly and is hiring for a title coordinator. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for title coordinator

- Coordinate and oversee the university's review, investigation, and resolution of all reports of sexual misconduct, including sexual harassment, sexual violence, stalking and relationship violence, other misconduct defined by the university's applicable policies
- In partnership with the Dean of Students Office and Human Resources, ensure that all constituents involved in the formal investigation and resolution of complaints of sexual harassment and misconduct have been appropriately trained
- Organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and sexual misconduct
- Advise individuals
- Develop, coordinate, and conduct educational and training programs for students, faculty, and staff related to Title IX, the Clery Act, and other relevant laws and regulations
- Collaborate with other campus departments to develop and distribute comprehensive educational materials including brochures, posters, web-based materials, on sexual violence awareness and prevention
- Ensure that the policies, procedures, and reporting requirements have been communicated broadly and consistently to the campus community
- Remain knowledgeable of current federal and/or state laws and regulations related to sexual violence and harassment and Title IX
- Develop and periodically update university policies, procedures, and practices to achieve compliance with Title IX and other federal, state, and

- Coordinate and oversee the development and implementation of periodic assessments of campus climate in relationship to sexual violence and harassment

### **Qualifications for title coordinator**

- Demonstrated ability to deal appropriately with confidential information and exercise good judgment on sensitive matters
- Demonstrated ability to prepare wellwritten reports and create effective presentations
- Ability to handle a significant caseload and manage multiple deadlines
- Presentation and facilitation skills with emphasis on education and training for a wide audience, including, but not limited to, students, faculty and staff with responsibilities in resolving sexual harassment/sexual violence, and Title IX complaints and with supervisor responsibility, and those whose daytoday responsibilities involve working closely with students
- Demonstrated knowledge of Title IX, VAWA/Campus SaVE Act, and Related Sex Discrimination, Sexual Harassment and Sexual Violence Legislation, and Clery Act
- A bachelor's degree from an accredited college or university in a related field