**Position Overview**

Serves as the university Title IX Coordinator responsible for managing the university's obligations under Title IX of the Education Amendments of the 1972 Civil Rights Act. In this role, the primary responsibility of the Director of Institutional Opportunity and Access will be to coordinate the University of Kansas' compliance with Title IX, Title VII, and other nondiscrimination laws, including through conducting/supervising comprehensive investigations in response to allegations of discrimination on the Lawrence and Edwards Campuses. In addition, the Director will provide the overall leadership in the development, implementation and administration of policies and procedures designed to ensure compliance with Federal and State nondiscrimination, equal access, equal employment opportunity and affirmative action laws, rules, regulations and executive orders and KU's policies that prohibit harassment and discrimination, including sexual violence. In cooperation with other units, the Director will also provide leadership in the development and implementation of a comprehensive training program for all members of the KU community in the areas of non-discrimination, including sexual violence, and equal opportunity.

**Job Description**

**40% - Investigation Management:**
* Supervise and conduct comprehensive investigations and responses to claims of discrimination and harassment, including sexual violence. Ensure that investigations and reports are completed in a timely, accurate, thorough, impartial and confidential manner. Advise university administrators on findings and recommend appropriate response, communications, and disposition. Ensures that equal opportunities are provided to all persons throughout the investigation process.
* Responsible for identifying and addressing any patterns associated with sex discrimination and assessing potential effects on KU’s campus climate.

**40% - Administrative Leadership:**
* Provide leadership in the development, implementation, coordination and administration of policies and procedures designed to ensure compliance with Title IX, Federal and State nondiscrimination, equal access, equal employment opportunity and affirmative action laws, rules, regulations and executive orders and KU's policies that prohibit harassment and discrimination. Specifically ensures KU’s policies and procedures are in compliance with Title IX.
* Manages the data collection, maintenance and trend analysis including report tracking, campus climate surveys.
* Provide leadership in the planning and audit of searches to promote equal opportunity for all qualified applicants for positions at KU.
* Manage the development and completion of the University’s annual Affirmative Action Plan.
* Manage the department budget, staff and resources.
10% - Training:
* Work cooperatively with other units to oversee the development and implementation of a comprehensive training program for the University in the areas of Title IX, non-discrimination, equal opportunity and affirmative action, including primary responsibility for faculty and staff training.
* Plan, coordinate, prepare and present workshops, seminars and training sessions on federal requirements and University policies and procedures in regard to EO, AA, Title IX, Title VII, the Rehabilitation Act and other equal access or non-discrimination policies and laws to search committees, department chairs, supervisors, employees, university committees, residential living groups in collaboration with the Department of Human Resource Management, the Sexual Assault Prevention and Education Center and other campus offices.

10% - Other:
* Other duties as assigned by the Associate Vice Provost for Human Resource Management.