

Job Description

Position title: Manager, Student Conduct and Title IX

Job Group: Student Services

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Student Conduct and Title IX, under the direction of the Dean of Students, coordinates College's compliance with Title IX federal law and regulations, Violence Against Women Act (VAWA), Campus SaVE Act, and the PCC Student Code of Conduct. Develops and implements case processes and case management systems compliant with applicable state and federal laws. Trains students, faculty, staff and administrators on Title IX regulations, related laws, behavior management, the PCC Student Code of Conduct, and the PCC Behavior Team.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Communicates confidential matters across all lines and departments of the college. Manages the budget for student Title IX and Student Conduct.
2. Investigates and adjudicates student conduct cases. Prepares and delivers forms, templates, notices, findings, final reports, and "right to appeal" letters for student conduct cases. Schedules, conducts, and documents hearings with students and other parties.
3. Administers PCC Title IX Complaint Processes involving students. Conducts case intake, writes and delivers notices, findings, and closure reports. Organizes and implements interim measures; manages cases and case record systems. Tracks patterns and concerns for PCC Title IX student related issues.
4. Provides training related to due process, evidentiary standards, case documentation, case reporting, confidentiality, and Family Educational Rights and Privacy Act (FERPA) to PCC faculty, staff, and administrators.
5. Develops, organizes, and delivers training to PCC students regarding rights and responsibilities under Title IX and PCC Student Code of Conduct. Develops and maintains databases and case management systems for PCC Student Code of Conduct, Title IX, and Behavior assessment team.
6. Builds and sustains a comprehensive, collaborative, best practice-based team that identifies, monitors, and intervenes in behaviors which pose a risk of harm to self or others in the college community.
7. Communicates and collaborates with city and county law enforcement, behavior health providers, domestic violence assistance groups, and sexual assault centers as needed in regard to Title IX, Student Conduct, and Behavior Assessment Team. Assists with Title IX pregnancy and parenting accommodations in coordination with Access and Disability Resources and Human Resources.

8. Provides subject matter expertise and consultation to PCC stakeholders regarding Title IX, Student Conduct, and Behavior Assessment Team. Prepares defensible, written materials that may be used in legal or administrative hearing proceedings. Manages cases that do not rise to the level of formal Student Conduct cases or formal Title IX complaints.
9. May supervise staff, including prioritizing and assigning work, and conducting performance evaluations.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge and application of interviewing and investigative methods and procedures.
3. Knowledge of advising and counseling practices.
4. Knowledge and application of organizational and time management principles.
5. Skill in analyzing data and drawing conclusions.
6. Skill in effective communication (both written and oral).
7. Skill in positive, productive, and flexible customer service.
8. Skill in problem solving.
9. Skill in program development and process improvement.
10. Skill in public speaking.
11. Ability to adapt and maintain professional composure in emergent and crisis situations.
12. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
13. Ability to develop and maintain effective and positive working relationships.

Supervision:

- May supervise work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Student Affairs, Behavioral Health, or a closely related field of study required.
- Master's degree in Counseling or a closely related field of study preferred.
- Three (3) to five (5) years of related experience with Title IX, Civil Rights, and student conduct.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- Certified Title IX Coordinator ATIXA
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License