



# The University of Texas at San Antonio™

## Job Description

---

<b>Job Title:</b>	Clery Compliance and Youth Protection Program (YPP) Coordinator	<b>Job Family:</b>	Compliance/ Legal
<b>Type:</b>	Exempt	<b>Job Code:</b>	19532
<b>Department:</b>	Equal Opportunity Services and Title IX Office	<b>Salary Grade:</b>	62
<b>Reports to:</b>	Director, Equal Opportunity Services and Title IX Coordinator	<b>Created/Revised:</b>	7/8/2022
<b>Work Modality:</b>	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at [compensation@utsa.edu](mailto:compensation@utsa.edu) with any questions.

---

### Job Summary

Works collaboratively with various offices throughout the University to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and associated regulations and coordinates the Youth Protection Program functions. Responsible for the Clery Act compliance program and coordination of the Youth Protection Program (YPP) for The University of Texas at San Antonio and stays abreast on pending or changing laws regarding the Clery Act and YPP.

---

### Core Responsibilities

#### Clery Duties

1. Serve as the institution's Clery Compliance Coordinator and custodian maintaining all associated records, programs and policies.
2. Collaborate with the appropriate University departments to identify and maintain all Campus Security Authorities (CSAs) for the institution for each academic years and well as providing, facilitating, and/or managing the training of Campus Security Authorities. Follow up on CSA reports to obtain pertinent information.
3. Educate and train key institutional stakeholders on Clery Act requirements such as CSAs, timely warning notices, emergency notifications, missing student notification policies and Violence Against Women Act (VAWA) requirements. Work with various institutional offices to ensure compliance with the provisions of the Sexual Assault Victim's Bill of Rights. Ensure the institution maintains accurate records on security awareness and crime prevention programs and presentations. Establish and maintain Clery Act compliance programs at any additional and/or satellite campuses. Gather crime and disciplinary referral data from various internal and external sources, such as the Dean of Student's Office, Counseling Services, the Student Health Services, Equal Opportunity Services, local law enforcement agencies.

4. Prepare, publish and distribute the Annual Security and Fire Safety Report (ASFSR) and ensure notices announcing the availability of the ASFSR are properly developed and available to students, prospective students and employees.
5. Coordinate with local, regional and designated law enforcement agencies to obtain crime statistics. Publish a daily public Crime Log disclosing crime statistics and/or incidents that occur on campus, in unobstructed public areas adjacent to campus or running through the campus and at certain non-campus facilities. Work with local police agencies and the state police to monitor and record criminal activities at off-campus locations of recognized student organizations. Collaborate with local law enforcement agencies in the prevention, control and investigation of activities impacting University personnel, students and facilities as related to the Clery Act. Maintain an accurate list of buildings and properties owned and/or controlled by the institution. Coordinate with university departments to maintain and develop an accurate list of Clery-reportable locations and maps.
6. Ensure the required annual crime statistics are submitted to the Department of Education in a timely manner. Distribute annual requests for crime statistics to all Campus Security Authorities at the end of each calendar year.
7. Manage the institution's Timely Warning and Emergency Notification Reporting program and coordinate with the Office of Environmental Health, Safety and Risk Management to ensure compliance with HEA Fire Safety regulations.
8. Stay abreast of pending and final changes to the Clery Act and other laws or regulations affecting Clery Act provisions. Serve as the institution's designated "Campus Safety Survey Administrator."
9. Lead the Clery Act Compliance Committee and Data Integrity Committee as well as coordinates all meetings with members, takes minutes at the meetings and follows up with action items that arise from the committee meetings.
10. Work with the Office of People Excellence among other offices to ensure compliance with the Drug Free Schools and Safe Campuses regulations and creates the Biannual report to ensure compliance.
11. Perform other duties as assigned.

### **Youth Protection Program Duties**

1. Develop, implement and amend, as needed, the YPP policy and procedures regarding the operation of campus programs for minors ("programs") conducted on the University campus in order to minimize risk and maintain a healthy, safe environment for all campers.
2. Monitor operations of the program(s) including housing, food service and transportation.
3. Serve as the central clearinghouse for administrative, professional and technical support to university entities or affiliates.
4. Act as a subject matter expert to evaluate and resolve questions relating to the YPP with University staff, faculty, students and visitors.
5. Maintain an inventory of programs that take place on the University campus.
6. Provide ongoing direction to camp directors on the implementation of procedures and recommendations to ensure that best practices are being implemented within the camps/programs.
7. Conduct and report on investigations of alleged misconduct within youth programs.
8. Perform other duties as assigned.

## Minimum Requirements

### Education/Certifications

- Bachelor's degree from an accredited institution in Communication, Criminal Justice, Emergency Management or related field.

### Preferred Education/Certifications

- Master's degree from an accredited institution.

### Experience

- Two years of experience in procedural or management analysis.
- Experience complying with the requirements of the Clery Act.
- Knowledge of Title IX.

### Preferred Experience

- Three years or more of work experience in Higher Education.
- Advanced Clery Act training.
- Experience complying with the requirements of the Clery Act.

---

## Knowledge Skills & Abilities

- Excellent oral and written communications.
- Ability to work independently and meet deadlines.
- Excellent interpersonal and organizational skills.
- Excellent computer skills to include Microsoft Office suite and databases.
- Criminal Background Check (CBC).
- Knowledge of University of Texas at San Antonio campus policy and procedures.
- Knowledge of criminal offenses and preparation of crime statistics.

---

## Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

---

## Working Conditions

### Working Environment:

- Usual office conditions, willingness to travel to other UTSA campuses as needed.

### Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.

- Exerts up to 10 lbs. of force occasional