

The University of Texas at San Antonio

Job Description

Job Title: EOS Case Intake Manager /Deputy Title IX Coordinator
Code: 19540
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Equal Opportunity Services and Title IX Office
Reports To: Assistant Director of EOS/Deputy Title IX Coordinator

Summary

- Function: Coordinates the intake and assignment of all EOS complaints filed to assure all cases are moved through the work flow in a timely manner. Ensures UTSA maintains compliance with EEO and Title IX laws (state and federal) and guidelines, UTSA policies and procedures. EOS Intake Case Manager works with EOS office team to implement policies under the EOS purview.
- Scope: Assist EOS Director and Assistant Director in all compliance and investigative matters including EEO and Title IX claims and all other matters under the EOS purview.

Duties

- Typical:
 1. Monitors the intake and processing all Title IX and EEO complaints filed in the Title IX/EOS office.
 2. Conduct EEO/Title IX investigations as needed, including sexual harassment and sexual misconduct and including dating violence, stalking and sexual assault as well as discrimination and harassment.
 3. Case manager will be responsible for the evaluation and analysis of incoming cases and will draft memorandum to conclude cases that will be sent to various departments on campus.
 4. Coordinates with Student Affairs, UTSA PD, UTSA Peace Center, BIT and other appropriate offices related Title IX and EEO investigations.
 5. Interview complainants, respondents and witnesses, and analyze documents and all collected evidence. Prepare written analysis of investigations as needed.
 6. Attend various University committee meetings as assigned including outreach planning meetings and others.
 7. Coordination with Student Affairs to develop and coordinate student disciplinary procedures in compliance and attend weekly conduct

<p>meetings.</p> <p>8. Coordinate supportive measures for students and others when appropriate.</p> <p>9. Provide accurate advice to the University community as it relates to EEO and Title IX matters.</p> <p>10. Strong ability to multitask and manage a diverse caseload.</p> <p>11. Strong Communicator that can articulate policies and procedures through both oral and written formats. Including strong writing skills.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Provide training as needed for the University as well as various presentations on EEO and Title IX matters. 2. Perform additional duties as assigned.

Education

Required	Preferred
Bachelor’s degree from an accredited institution in any related field of study.	Master’s degree from an accredited institution in Social Work, Human Resources, Gender Studies, Law, or other closely related areas.

Other Requirements

Required	Preferred
Excellent written and verbal communication skills.	Experience in higher education working with faculty, staff and student populations.
Criminal Background Check.	

Experience

Required	Preferred
N/A	Experience in the area of EEO/Title IX. Experience in conducting discrimination and sexual harassment investigations within an Equal Opportunity compliance program or within Employee Relations or Human Resources.

Equipment

Required	Preferred
Strong skills using the Microsoft Office software suite to include Word, Excel, PowerPoint and Outlook.	Experience with Maxient or other similar databases.

Working Conditions

Usual	Special
Usual office conditions. Flexibility working remotely and within the office and traveling to multiple campuses regularly.	Occasional overtime and travel.

Supervision

Received	
Supervised by Assistant Director/Deputy IX Coordinator with limited supervision Director/ Title IX Coordinator	

Accuracy

Proficiency in all assigned duties.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, employee will maintain responsibly for managing daily internal office operations effectively and efficiently to ensure assets are safeguarded. Duties include reliable financial data is maintained and all applicable laws, regulations, policies, and procedures are complied with according to University policies and state/federal guidelines and laws
