UNION
COMMONWEALTH UNIVERSITY

POSITION DESCRIPTION

Title: Title IX Coordinator/Human Resources Specialist

Department: Human Resources

Reports to: Executive Vice President

FLSA Classification: Salary, Exempt

Position Summary:

Reporting to the Executive Vice President, the Title IX Coordinator / Human Resources Specialist coordinates the University's compliance efforts under Title IX and supports core Human Resources operations. The position oversees the University's response to reports of sex discrimination, including sexual harassment and related retaliation, under applicable law and University policy; coordinates prevention education and required training; and supports employee relations, recruitment, personnel processes, policy administration, and employee development. The position requires sound judgment, impartiality, discretion, and careful handling of sensitive information.

Essential Responsibilities — Title IX Coordination

- Serve as the University's designated Title IX Coordinator and primary point of contact for reports, questions, and coordination of institutional responses under Title IX.
- Receive and assess reports; coordinate outreach, supportive measures, grievance procedures, and referrals to appropriate University resources in accordance with applicable requirements.
- Oversee timely, impartial, and equitable complaint processes; arrange for trained investigators, decision-makers, and other personnel as appropriate, with safeguards for conflicts of interest and required separation of functions.
- Coordinate communication of rights, available resources, procedures, and anti-retaliation protections to students, faculty, staff, and other affected individuals.
- Maintain secure case records and documentation; monitor timelines, trends, and required record retention consistent with law and University policy.
- Coordinate required Title IX training and campus prevention; document participation and completion.
- Review Title IX policies, notices, web content, and practices; monitor legal developments and recommend changes in consultation with the Executive Vice President and legal counsel as appropriate.

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Essential Responsibilities — Human Resources

- Assist with recruitment, job postings, selection processes, onboarding, for student employment administration.
- Support the Executive Vice President with employee relations concerns, policy interpretation, documentation, and coordination of appropriate follow-up.
- Coordinate the annual performance appraisal cycle, including schedules, communications, completion tracking, and recordkeeping.
- Assist with periodic review and maintenance of the Employee Handbook, Supervisor Handbook, HR website, forms, and related procedures.
- Coordinate employee orientation, professional development, compliance training, recognition programs, and service awards.
- Maintain confidential HR records and support consistent, accurate personnel processes and continuous improvement.
- Assist with HR initiatives, institutional projects, and other related duties as assigned.

Institutional Collaboration and Accountability

- Work collaboratively with Student Affairs, Campus Safety, academic leadership, and other University offices on cross-functional matters while preserving appropriate role boundaries and confidentiality.
- Identify compliance or operational concerns, recommend corrective actions, and elevate significant matters promptly to the Executive Vice President.
- Maintain professional competence through continuing education and training relevant to Title IX, employee relations, and higher education administration.

Minimum Qualifications

- Bachelor's degree.
- Relevant experience in compliance, human resources, employee relations, investigations, or related administrative work.
- Ability to interpret and apply policies and regulatory requirements; communicate effectively; exercise independent judgment; and maintain appropriate confidentiality.
- Proficiency with common office applications, recordkeeping systems, and administrative workflows.

Preferred Qualifications

- Three to five years of relevant professional experience.
- Experience in higher education and Title IX administration or related civil rights compliance.

- Specialized Title IX training or relevant HR professional certification (such as SHRM-CP or PHR).

Knowledge, Skills, and Abilities

Excellent written and verbal communication; effective interpersonal and customer service skills; sound judgment and impartiality; organization and attention to detail; ability to manage competing priorities and deadlines; ability to work collaboratively with students, employees, leadership, and external agencies; and ability to handle sensitive information responsibly.

Working Conditions and Physical Requirements

Work is primarily performed in an office environment with occasional campus travel and attendance at meetings or training. Duties may involve extended periods of sitting, standing, computer use, and speaking or listening. Occasional lifting or carrying of materials up to 25 pounds may be required. Reasonable accommodations will be considered in accordance with applicable law.

Additional Requirements

Employment is contingent upon satisfactory completion of the University's required background screening. The employee must complete and maintain training appropriate to assigned Title IX duties.

General Statement

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality.

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conditions), physical or mental disability, AIDS/HIV status, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a smoker or nonsmoker, medical condition, sexual orientation, marital status, or because an individual is perceived to have one or more of the foregoing characteristics, or any other status protected by federal, state, or local laws.