ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Title IX Case Manager/Co-Investigator

DEPARTMENT: Office of Human Resources Management
            Rose Hill

POSITION SUMMARY:
The Case Manager & Co-Investigator is fundamental to ensure the Title IX Office remains efficient and able to respond to sensitive and critically important matters. Reporting directly to the Title IX Coordinator, the Case Manager & Co-Investigator will provide administrative and investigative support to the Title IX Coordinator regarding sensitive and complex matters. The Case Manager & Co-Investigator will manage and prioritize cases, issues, and requests, and prepare and proofread correspondence, presentations, and relevant material.

RESPONSIBILITIES:
• Assist in the development and maintenance of accurate record-keeping systems and reports;
• Assist in compliance with federal reporting mandates;
• Prepare materials for audit responses to state and federal inquiries;
• Run reports to provide statistical support for office priorities/obligations;
• Deal with highly confidential and sensitive information on a daily basis;
• Receive reports of sexual and related misconduct, including prohibited discrimination, sexual and gender-based harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, and related retaliation;
• Identify university policies and/or conduct provisions relevant to a complaint;
• Actively foster and maintain a climate that is supportive of students, faculty, and staff;
• Manage and prioritize cases, issues, and requests;
• Sit in on party and witness interviews;
• Organize and maintain files;
• Prepare and proofread correspondence and relevant material upon request;
• Organize, manage and maintain appropriate files for all cases, including, but not limited to, correspondence and notes of interviews/meetings;
• Responsible for entering information into databases and updating the information and/or supervising these tasks;
• Understand the Family Education Rights and Education Act (FERPA) and University policy regarding privacy of educational records;
• Master university policies regarding privacy of disciplinary records; and
• Other duties as assigned.

REQUIRED QUALIFICATIONS:
• Bachelor’s Degree with 4 or more years of administrative/office experience, or an equivalent combination of education and administrative experience.
• Must be able to work independently, take initiative and handle highly sensitive and confidential information appropriately.
• Must be able to develop and maintain effective, collaborative working relationships.
• Must be proficient in Word, Excel, PowerPoint, and Adobe.
• Must be willing to learn additional software or database systems to coordinate work of office with other University offices and to develop training materials of various types.
• Must have sound judgment and reasoning skills.

PREFERRED QUALIFICATIONS:
• Bachelor’s Degree with 2 or more years of law firm experience, or an equivalent combination of education and law experience.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: 01/02/2020

SEND LETTER AND RESUME TO: hr@fordham.edu

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