



Equity Officer & Title IX Coordinator

Overview:

New York Institute of Technology offers 90 undergraduate, graduate, and professional degree programs in more than 50 fields of study, including computer science, data, and cybersecurity; biology and biomedical studies; architecture and design; engineering; health professions and medicine; IT and digital technologies; management; communications and marketing; education and counseling; and energy and sustainability. A nonprofit, independent, private, and nonsectarian institute of higher education, it welcomes more than 9,000 students worldwide. The university has campuses in New York City and Long Island, New York; Jonesboro, Arkansas; and Vancouver, British Columbia, as well as programs around the world.

New York Tech embraces its mission to provide career-oriented professional education, give all qualified students access to opportunity, and support research and scholarship that benefits the larger world. More than 100,000 alumni comprise an engaged network of doers, makers, and innovators prepared change the world, solve 21st-century challenges, and reinvent the future.

For more information, visit nyit.edu.

The **Equity Officer and Title IX Coordinator (EO)** will report to the Vice President, Equity and Inclusion. This highly visible role is expected to develop, deliver, and oversee Title IX programs as well as other protected class discrimination and harassment programs for students, faculty and staff, recognizing that these programs are inherently linked and adhere to similar principles and policies. This position will serve as the university's Title IX Coordinator and 504/ADA Coordinator and will investigate cases and supervise the Deputy Title IX Coordinators (who maintain other full-time responsibilities on campus). This position will support the university's efforts in providing an open, diverse and inclusive learning and working environment by overseeing the university's compliance with Title IX, Title VI, Title VII, NYS Article 129-B, SAVE, VAWA, ADA, ADAAA and other federal and state anti-discrimination laws, regulations and requirements. The position will work closely with the Office of General Counsel as well as the departments of human resources and student affairs.

The position will be located on New York Institute of Technology's campus in Old Westbury, New York, but the responsibilities will also cover New York Tech's campuses in New York, New York and Jonesboro, Arkansas.

Responsibilities and Duties:

- Develop, implement and coordinate campus strategic efforts aimed at the prevention of sexual violence and other forms of sex and/or gender-based discrimination.
- Develop and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the campus community (students, faculty and staff) of Title

IX, Title VI, Title VII, SAVE, VAWA, ADA, ADAAA and other federal and state anti-discrimination rights, responsibilities and resources both within and external to campus premises.

- Receive and review all complaints reported or filed by students, faculty, staff, third parties, or by members of the broader community, related to discrimination on the basis of gender, including sexual orientation, gender identity, sexual misconduct and related matters (e.g. stalking, domestic violence), and discrimination based on disability. Conduct prompt, effective and timely investigations (or oversee the investigation by deputy coordinators) of these complaints involving students, in coordination with student affairs personnel, and work in conjunction with human resources on investigations involving employees. Prepare formal, written reports of investigation findings in a timely manner.
- Provide appropriate notice of an investigation; determine the extent of an investigation; appoint, train, and supervise panel investigators if applicable; conduct and coordinate investigations; ensure provision of initial remedial actions; assure compliance with timelines; deliver appropriate notice of charge, duty to warn, interim actions and remedies and provide a repository for and source of institutional record-keeping.
- Provide guidance and assistance to alleged victims of sexual violence and sex/gender discrimination including referral to support resources, notice of right to file internal grievances, notice of the right to grieve to the US Department of Education Office for Civil Rights, and notice of the right to report incidents to law enforcement. Although rarely utilized, in accordance with Article 129-B, maintain 24/7 availability to answer questions via phone.
- Organize and maintain grievance files, disposition reports, and other records regarding compliance, including annual reports of the number and nature of filed complaints and the disposition of said complaints, data collection, climate assessment, pattern monitoring.
- Refer complaints of other types of protected class discrimination (such as race, religion or national origin) to student affairs and/or human resources, as applicable, and assist those departments with the investigation of these complaints as requested or appropriate.
- Stay abreast of current and emerging regulatory obligations, identify areas of institutional risk, and develop plans of action for ensuring New York Tech policies and procedures are in compliance with Title IX, Title VI, Title VII, NYS Article 129-B, SAVE, VAWA, ADA, ADAAA and other federal and state anti-discrimination laws and regulations.
- Oversee the development and implementation of training and professional development on Title IX, equal employment opportunity, and civil rights laws, with an emphasis on prevention; regularly present educational training to the New York Tech community on relevant issues.
- Oversee system of Deputy Title IX Coordinators, who maintain other full-time responsibilities.
- Maintain a high level of confidentiality with the utmost discretion and sensitivity.
- Maintain accurate and thorough investigatory files and reports.
- Assist with Clery reporting and compliance.
- Report any areas of concern to the President, and, where appropriate, to the Board of Trustees Audit Committee.

- Other duties as assigned.

Qualifications:

- Ability to recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, security, academic affairs, and student affairs.
- Knowledge of current state and federal law and regulations, practices and procedures, identified best practices and trends in the field of education related to harassment and other discriminatory practices that violate Title IX, Title VI, Title VII, SAVE, VAWA, ADA, ADAAA and other federal and state anti-discrimination laws, regulations and requirements.
- Ability to design and deliver training programs to all constituencies of the campus, demonstrate accountability with respect to attendance and assess the effectiveness of these trainings.
- Ability to build relationships and balance the multiple, varying and even conflicting interests of diverse stakeholders.
- Excellent oral and written communication skills. Able to effectively communicate in a professional, diplomatic, empathetic, and tactful manner.
- Work effectively and efficiently as a team member.
- Demonstrated success working with individuals and groups representing a wide range of diverse cultural, geographic and socioeconomic backgrounds.
- Ability to effectively handle confidential and proprietary information.
- Ability to remain calm, exercise good judgment, respond swiftly, effectively, and appropriately to emergency and high stress situations.
- Ability to work independently and self-motivate with limited supervision

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- Bachelor's degree and experience in Title IX compliance and investigations required. 5-10 years of experience in the field of Title IX, Equity & Inclusion.
- Preferred qualifications include Juris Doctorate or advanced degree in a related field. and background and experience in conducting training and investigations, including ATIXA or similar substantive training/certifications in Title IX.

New York Institute of Technology is an Equal Opportunity Employer – M/F/Veteran/Disability/Sexual Orientation/Gender Identity