

POSITION VACANCY

Westminster College

Director of Compliance and Risk Management/Title IX Co-Coordinator

Westminster College, New Wilmington, Pennsylvania is accepting applications for the position of Director of Compliance and Risk Management/Title IX Co-Coordinator. Reporting directly to the Vice President for Finance and Management Services, but under the daily supervision of President, and with independent judgment and discretion, this individual will assist with campus regulatory compliance efforts including: providing training and outreach; receiving and investigating complaints of discrimination and harassment to determine violation(s) of College policies; making recommendations and determining findings and resolutions; and assisting in the implementation of protocols and procedures in compliance with local, state, and federal laws and College policy.

Additionally, the incumbent will handle claims with sensitivity, and neutrality while ensuring compliance with College policies and procedures. As the Title IX Co-Coordinator, individual ensures that the College has adequate resources and grievance procedures for students, faculty and staff in resolving complaints under these areas and will collaborate with campus offices including Student Affairs, Human Resources, Public Safety, and Academic Affairs to strengthen the culture that supports a safe and respectful learning, working, and living environment on campus.

Job Summary:

The Director of Compliance and Risk Management/Title IX Co-Coordinator is responsible for assisting with the ongoing development, implementation, maintenance, and evolution of the compliance program and all related compliance activities. This includes, but is not limited to the development and subsequent assessment of comprehensive policies and procedures, protocols, compliance training, and internal investigations.

- Assist in the development and implementation of all elements of a compliance program and all related compliance activities to detect, prevent, and resolve issues related to conduct that fails to conform to applicable laws, rules and regulations.
- Create and coordinate a comprehensive Emergency Management Plan for the College. Conduct periodic safety and security campus audits along with ongoing review of emergency response protocols.
- Facilitate periodic table top exercises with the Leadership Team, local emergency response units, and other College personnel to ensure readiness for campus emergencies.
- Develop, maintain and revise policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical, or improper conduct.
- Serve as the Clery Compliance Officer. Work with Public Safety to ensure the collection and maintenance of all statistical information related to crime on campus to comply with all reporting requirements as outlined in pertinent state and federal government regulations, including preparation and submission of the annual Clery Act Report. Provide training for all Campus Security Authorities (CSAs).
- Chair the Campus Safety Committee.
- Collaborate with internal departments (e.g., Finance, Human Resources, Risk Management), as appropriate, to respond to compliance-related issues for investigative and/or resolution purposes.
- Monitor, review, record and report changes and developments to new and existing laws, rules, and regulations and ensure institutional compliance.
- Develop and maintain compliance training modules and administer training programs to assist in the coordination of general compliance training (i.e. discrimination, sexual harassment and misconduct, trauma-informed practices, disabilities, fraud, etc.).
- Identify and assess potential compliance-related risks areas; recommend corrective actions to either minimize or remove identified risks; and review, report and monitor the outcomes.

- Demonstrate the highest-degree of ethics integrity, initiative, sound judgment, and expertise in administering all aspects of the system compliance program.
- Assure that Compliance Program reports are produced for the President, Board of Trustees, and/ or the Finance, Audit and Compliance Committee of the Board of Trustees, as directed by the Office of the President.
- Other duties may be assigned.

Specific Responsibilities as Title IX Co-Coordinator:

- Collaborates with the Vice President of Student Affairs/Dean of Students who serves as the Title IX Co-Coordinator.
- Coordinates College programs to assure compliance with applicable policies, procedures, processes, and training in compliance with anti-discrimination legislation and regulations, including Title IX, Clery Act (as amended), etc.
- Serve as primary point of contact for students, faculty, staff and third parties with respect to campus Sexual Misconduct and Discrimination and Harassment Policies.
- Oversee the investigation and resolution of complaints involving violations of Sexual Misconduct and Discrimination and Harassment Policies.
- Oversee, train and assign investigators and review panelists for complaints involving violations of Sexual Misconduct and Discrimination and Harassment Policies.
- Oversee training and educational materials to regularly inform staff, faculty and students of rights, responsibilities, and updates regarding Sexual Misconduct and Discrimination and Harassment Policies.
- Serve on ARISE, the coordinate community response team for sexual violence prevention.
- Prepare annual statistical report on the number, nature, and disposition of complaints of discrimination, harassment, and sexual misconduct; track cases, data, and trends related to discrimination and sexual misconduct complaints, determinations and trainings; identify patterns and make recommendations to address them.

Required education and experience:

- A minimum of a Master's degree in a related field: Juris Doctorate highly preferred.
- 5 years of professional experience in non-discrimination compliance in an employment setting desired, but will consider less with J.D. degree.
- Excellent communication skills – both written and oral; strong presentation and facilitation skills with an emphasis on training for a variety of constituencies. Experience developing and conducting employee and student training preferred.
- Ability to work with sensitive and stressful situations in a professional and confidential manner.
- Demonstrated understanding of and commitment to issues of diversity and inclusion in higher education.

Application Process:

Letter of interest, resume and three professional references should be sent to the Director of Human Resources, Westminster College, 319 South Market Street, New Wilmington, PA 16172 or by email to humanresources@westminster.edu. Review of candidates will begin immediately until position is filled. A background screening will be required.

Westminster College is a coeducational, national liberal arts institution with historical ties to the Presbyterian Church (USA). The College enrolls approximately 1,100 full-time undergraduate students and employs approximately 94 full-time faculty. It is located in rural western Pennsylvania and is within easy driving distance of both Pittsburgh and Cleveland. It is essential that the successful candidate is aware of and can fully support the stated mission of Westminster College. See <http://www.westminster.edu/>

Westminster College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.