



SPRING HILL COLLEGE

Position: Human Resources Director and Deputy Title IX Coordinator

The Human Resource Director and Deputy Title IX Coordinator reports to the Associate Vice President of Culture and Community and Chief Diversity Officer. This position will plan, develop, lead, direct, and coordinate the policies, procedures, and staff of the Human Resources (HR) Office, ensuring legal compliance and implementation of the College's mission and talent strategy. As the Deputy Title IX Coordinator, this position will support all functions of the Title IX process and assist in ensuring compliance of Title IX regulations.

Essential Job Functions

- Provides leadership and direction for the Human Resources Office and supervise HR Specialist
- Serve as a Deputy Title IX Coordinator

Human Resource Responsibilities:

- Ensures all HR programs and services are consistent and meet the needs and goals of the college
- Develop and oversee HR management policies and procedures in compliance with federal and state laws and institutional policies
- Oversees the administration of human resource programs and initiatives including, but not limited to, recruitment process; job classification and descriptions; complaints and investigations; disciplinary matters, productivity and performance management; occupational health and safety; employee records management; Workers's Compensation Program
- Collaborates with senior leaders to design and administer health, retirement, and supplemental benefits packages, compensation plans, leave, holidays and oversee policies and procedures that support a meaningful workplace culture
- Collaborates with campus-wide constituents to develop recruitment and retention strategies for a diverse applicant pool and workforce
- Oversees employee communications strategies, awards, and recognition efforts
- Conducts periodic examination of market and benchmark salary data, recommending competitive salary levels necessary to recruit and retain qualified staff
- Develops, oversees and assesses the employee onboarding process that creates and enhances a campus culture that advances SHC mission and sustains a workplace where people feel valued
- Oversees (and leads as necessary) investigations into staff concerns and complaints
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to administrative leadership.
- Prepares and maintains departmental budget for the Human Resources Office
- Plans, develops, and facilitates professional development, training, and certification activities
- Develops, implements, and oversees a performance management system
- Prepares, maintains, and submits data, information and other annual reports
- Collaborates with ADA Coordinator to ensure compliance with all employee accommodation requests and reporting requirements
- Performs other duties as required

Deputy Title IX Coordinator Responsibilities:

- Assists with ensuring SHC maintains compliance with Federal Title IX Regulations
- Serves as an intake person for Title IX questions, complaints, and explanations for Campus
- Serves as advisor, investigator, informal resolution facilitator, hearing or appeal administrator
- Assists in providing training to campus community on policies, procedures, and responsibilities
- Documents all Title IX complaints in accordance with SHC policy and federal guidelines
- Implements necessary supportive measures for students, faculty, and staff when a sexual misconduct complaint arises
- Utilizes Maxient student conduct software to document and update case notes and actions taken in a sexual misconduct complaint
- Attends training, webinars, and certifications in coordination with the Title IX Coordinator
- Meets periodically as a member of the Title IX team to review procedures, collaborate on potential complaints, and receive training on sexual misconduct complaints
- Reviews and updates College policies regarding sexual misconduct to ensure compliance with Title IX and the Violence Against Women Act and other sex and gender based discrimination laws

Required Knowledge, Skills, and Abilities:

- Prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College
- Ability to provide basic counseling, mediation, and conflict-resolution
- Ability to manage complex cases and keep information, notes, and materials organized and confidential; attention to detail
- Solid organizational and time-management skills, including the ability to advance numerous competing priorities; proven ability to meet deadlines; ability to delegate when appropriate
- Working knowledge of current Title IX regulations, Violence Against Women Act regulations, Title VII regulations, ADA, Equal Opportunity and other applicable employment laws
- Able to review, interpret, and update policies and procedures
- Exhibits excellent verbal and written communication skills
- Exhibits excellent presentation/training, interpersonal and negotiation skills
- Strong analytical and problem-solving skills; Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and employees
- Experience in data collection and analysis, investigative techniques/process
- Experience applying legal principles to allegations of discrimination
- Demonstrated commitment to issues of equality, opportunity, and diversity

Minimum Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field
- 3-5 years of appropriate experience
- Human resource management experience

Preferred Qualifications:

- Master's degree in Human Resources, Business Administration, or related field
- 2 years of experience, higher education leadership
- Senior Professional in Human Resources
- SHRM or HRCI Certification(s) preferred (i.e., PHR, SHRM-CP)

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.