

Job Description

Position title: Program Manager, Student Conduct and Title IX

Job Group: Student Services

Job Level Group: Professional Senior

FLSA Status: Exempt

Position Summary:

The Student Conduct and Student Title IX Program Manager is responsible for the development, implementation and monitoring of meaningful efforts to comply with federal and state requirements, guidance of sex discrimination and gender-based violence prevention, and student conduct issues. The Student Conduct and Student Title IX Program Manager will coordinate investigations, response, and resolutions to complaints while collaborating with the Dean of Students, the Director of Student Conduct, the Office of Dispute Resolution, Legal, and the PCC Police Department. The Program Manager for Student Conduct and Student Title IX is responsible for managing and developing strategies for program development and continuous improvement.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Administers PCC Title IX Complaint Processes involving students. Conducts case intake (including fact-finding interviews), writes and delivers notices, findings, and closure reports. Organizes and implements interim measures; manages cases and case record systems.
2. Serves as Deputy Title IX Coordinator for student cases for the College.
3. Manages the Student Conduct process. Researches Student Conduct Incident Reports, conducts Student Conduct meetings (formal and informal), and makes decisions on Conduct cases. Collaborates with the Director of Student Conduct, Title IX, and BAT on complex Conduct cases or Conduct cases involving Major Misconduct.
4. Communicates and collaborates with city and county law enforcement, behavior health providers, domestic violence assistance groups, and sexual assault centers as needed in regard to Student Title IX, Student Conduct, and Behavior Assessment Team.
5. Assists with Student Title IX pregnancy and parenting accommodations in coordination with Access and Disability Resources and Human Resources and provides faculty and student information and guidance regarding general pregnancy and parenting student obligations under Title IX.
6. Assists the Campus Vice Presidents with lactation room access issues for students, as needed, related to pregnancy and parenting obligations under Title IX.
7. Serves as a key member of the Behavior Assessment Team (BAT). Provide supervisory support to the Case Manager in meeting with students exhibiting high risk or other concerning behaviors and work in

collaboration with Campus Safety and other members of the BAT Team to evaluate those behaviors and take the appropriate course of action or intervention to prevent risk of violence or escalation of harm.

8. Conduct initial intake meetings with students to triage and assess needs for appropriate referrals within and outside the College and establish expectations for future meetings. Collaborates with College staff faculty and administrators to facilitate student success with College programs and courses during active complaint processes.
9. Develops and conducts Student Conduct and Student Title IX trainings for employees and students.
10. Implements formal and informal resolution procedures in accordance with regulatory requirements and College policy, ensuring a fair and neutral process for all parties.
11. Supervises office staff to include: prioritizing and assigning work; conducting performance evaluations; staff training; and making hiring, termination, and disciplinary recommendations.
12. Oversees management of Student Conduct, Student Title IX, Behavioral Assessment and Counseling college database (Symlicity) to include training and access for employee use, creating and monitoring reports, data analysis and case review and closures.
13. Oversees management of students' return to academic and campus environments following significant events and the re-entry phase for students who return from a leave of absence (LOA), suspension, or other significant events.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge and application of interviewing and investigative methods and procedures.
3. Knowledge of advising and counseling practices.
4. Knowledge and application of organizational and time management principles.
5. Skill in analyzing data and drawing conclusions.
6. Skill in effective communication (both written and oral).
7. Skill in positive, productive, and flexible customer service.
8. Skill in problem solving.
9. Skill in program development and process improvement.
10. Skill in public speaking.
11. Ability to adapt and maintain professional composure in emergent and crisis situations.
12. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

13. Ability to develop and maintain effective and positive working relationships.

Supervision:

- May supervise work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education, Social Sciences, Human Services, or a closely related field of study required.
- Master's degree in a closely related field of study preferred.
- Three (3) to five (5) years of related experience of professional level program experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience preferred.

- Certified Title IX Coordinator ATIXA within six months of hire.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License