



MPP POSITION DESCRIPTION

Department: Student Affairs
Working Title: Assistant Vice President
Time Base: 1.0
Class Code: 3306
Position Number: 00006791
MPP Job Code: D024

Position Reports To: VP for Student Affairs
Classification: Administrator III
Range Code: 1
Exempt or Non-Exempt: Exempt
Last Update: 10/20/2023

PURPOSE OF POSITION:

Under the general supervision of the Vice President for Student Affairs at California State University San Marcos (CSUSM), and in consultation with the Provost and Vice President for Finance and Administrative Services, the Assistant Vice President for Title IX and Discrimination, Harassment and Retaliation (Assistant Vice President or AVP) will be the senior administrator appointed by the campus president to coordinate compliance with Title IX; VAWA/Campus SaVE Act; and other state and federal laws prohibiting Discrimination, Harassment and Retaliation. The Assistant Vice President serves as the CSUSM Title IX Coordinator/Discrimination Harassment and Retaliation (DHR) Administrator as outlined in the CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation - [CSU Systemwide Nondiscrimination Policy](#).

Specific responsibilities of a CSU Title IX Coordinator are outlined in the [CSU Nondiscrimination Policy, Attachment B](#), effective 1/1/22 or successor. The Title IX Coordinator is responsible for the coordination of training, prevention education, and communications. Further the Title IX Coordinator will oversee intervention into reports of policy violations including providing supportive resources and the administration of complaint procedures for Employees, Students and Third Parties in the areas of Sexual Discrimination, Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Dating and Domestic Violence, and Stalking. The Title IX Coordinator has authority across all campus-based divisions and programs to monitor, supervise, oversee, and ensure implementation of the CSU Nondiscrimination Policy.

Per the [CSU Systemwide Nondiscrimination Policy](#), the DHR Administrator is defined as "DHR (Discrimination, Harassment, and Retaliation) Administrator means the Management Personnel Plan (MPP) Employee at each campus who is designated to administer this Nondiscrimination Policy and coordinate compliance with the laws prohibiting Discrimination, Harassment and Retaliation. The DHR Administrator may delegate tasks to one or more designees, provided that any designee shall be an MPP Employee or an external consultant, and the DHR Administrator retains overall responsibility and authority."

While compliance is an essential responsibility of the position, the Assistant Vice President is an instrumental leader and collaborator to a safe, fair, respectful, and responsive campus culture. It is essential that the Assistant Vice President build and maintain positive rapport with student leaders, student activists, faculty, staff, and administrators with particular attention to the various employee bargaining unit representatives that will be involved in employee related cases.

The Assistant Vice President serves as the senior investigator for all DHR matters, including Title IX. It is essential that the incumbent stay current with national and state legislation and developments as well as relevant case law in the areas of responsibility. The incumbent is also responsible for addressing recommendations on best practices as provided by oversight bodies at the state, system, or campus level. The incumbent must apply newly emerging principles to investigations and case management, often prior to the inclusion of such principles in revisions to systemwide policies and procedures (Executive Orders), to uphold rights of all involved parties and minimize litigation exposure of the campus.

MAJOR RESPONSIBILITIES:

| | % Time |
|-------------------------------------|---------------|
| 1. Leadership/Management | 15% |
| 2. Strategic Planning | 15% |
| 3. University/Community Partnership | 20% |
| 4. Functional Oversight Management | 50% |

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:**1. LEADERSHIP/MANAGEMENT:**

Acts as a change champion. Leads courageously by addressing difficult issues. Works to resolve issues at the peer level and takes measures to mitigate future issues. Supports and moves new initiatives forward. Identifies current and future challenges and proposes effective solutions. Understands what issues require a "sense of urgency" and handles accordingly. Ensures confidentiality around sensitive issues. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Assumes good intent with one another and work on the premise of trust. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Provides clear direction. Communicates effectively and with purpose. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Works with a spirit of collaboration, inclusion, respect and collegiality. Takes ownership of issues and demonstrates accountability. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Builds competence in others through effective coaching, performance management and mentoring. Supports and encourages professional and career development for employees. Fosters a culture of support and success for new hires by utilizing effective onboarding methods. Understands the university's mission and vision and how the department/division work activities and goals support the mission. Ensures cross-divisional support and participation. Recognizes, understands, and appreciates different roles across the institution. Identifies and calls advocacy behavior. Speaks and advocates with one common voice. Determines, effectively allocates, and coordinates resources.

The Assistant Vice President will supervise the daily and long-term operations of the TIX/DHR functions at CSUSM. The Assistant Vice President will recommend additional staffing structures, resource allocation, and space design to meet present and short-term future operational needs as required to maintain campus commitments.

2. STRATEGIC PLANNING:

As a strategic partner, recommends, creates, and implements long and short-term strategic plan goals and operational plans for areas of responsibility. Ensures areas of responsibility goals align with and support the overall mission of the university. Motivates and encourages commitment to achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for assigned areas of responsibilities.

With responsibility for a quickly and constantly evolving area of compliance, the Assistant Vice President must stay current with national and state legislation, developments as established by relevant case law in the areas of responsibility. The incumbent must apply newly emerging principles to investigations and case management often prior to the inclusion of such principles in revisions to systemwide policies and procedures. The Assistant Vice President will recommend operational plans at the unit, division, or university level to ensure the campus meets legal obligations and realizes its fundamental mission in this area.

3. UNIVERSITY/COMMUNITY PARTNERSHIP:

As a member of the campus community, ensures a community focused strategy to support the university's mission. Identifies and anticipates community needs. Builds effective strategic alliances internally and externally. Collaborates with business partners in the achievement of university goals that support the university's mission. Initiates and develops strong working relationships with the community. Recognizes the importance of collective strength, knowledge, and information. Actively solicits and acts upon feedback. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Works to find common ground and group consensus. Takes the necessary measures to solicit and influence internal and external support. Demonstrates commitment to diversity.

While compliance is an essential responsibility of the position, the Assistant Vice President is an instrumental leader and collaborator to a safe, fair, respectful, and responsive campus culture. It is essential that the Assistant Vice President build and maintain positive rapport with student activists and student leaders, faculty, staff and administrators with particular attention to the various employee bargaining unit representatives that will be involved in employee related cases. Beyond demonstrating a commitment to diversity, the Assistant Vice President must, personally and in leading assigned personnel, engage in ongoing development of multicultural competence to ensure programs and services are delivered in an unbiased, trauma informed, and culturally intelligent manner.

Many constituents present issues and concerns in which bias is likely present, but that fall outside the scope of the Nondiscrimination Policy. The incumbent will work closely with campus partners to effectively address other conduct of concern.

4. **FUNCTIONAL OVERSIGHT/MANAGEMENT:**

As Title IX Coordinator, the position is focused on gender equity concerns, including but not limited to sexual misconduct, sexual harassment, dating/domestic violence, stalking and sexual exploitation for all members of the campus community, vendors, third parties and visitors to the campus. Responsibilities are outlined in CSU Nondiscrimination policy effective 1/1/22 (or successor.) The incumbent will promptly review situations as presented to assess any present direct threat to an individual or the campus community and assemble members of the CSUSM CARE Team (behavior intervention / threat assessment team) as appropriate. Case review will also assess for implications for campus Clery compliance and other potential university obligations.

The Assistant Vice President is responsible for ensuring objectivity and fair process to all parties associated with Nondiscrimination complaints. The incumbent will also coordinate reasonable supportive resources for all constituents who report sexual misconduct, sexual harassment, dating or domestic violence, stalking or sexual exploitation whether or not a formal complaint is filed. The Assistant Vice President will also ensure supportive resources are provided to all Respondents in Title IX and DHR matters. This includes creating and maintaining detailed documentation in the data base of the supportive measures provided to the party. This would include who implemented the support, the date the supportive measures were provided and any additional relevant details.

As a constantly evolving area of compliance, the Assistant Vice President must stay current with national and state legislation and developments established by case law relevant to the areas of responsibility. The incumbent must apply newly emerging principles to investigations and case management as communicated by CSU guidance often prior to revisions to systemwide policies and procedures in order to uphold rights of all involved parties and minimize litigation exposure of the campus. The AVP will determine whether to open an investigation after making a preliminary inquiry into the allegations. An investigation may not be warranted where the reported information is insufficient. These determinations will be documented in writing by the AVP and maintained in accordance with systemwide records retention policies."

As the campus' senior Title IX and DHR investigator, the incumbent will conduct and oversee prompt and thorough investigations of complaints involving employees and students, including identifying and interviewing witnesses, gathering and securing evidence, and keeping accurate and thorough records of the investigatory process. The investigator acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the factual findings of the investigation which may be shared with other university administrators as appropriate. The Assistant Vice President will consult with complainants and respondents to provide appropriate and reasonable supportive resources. In cases where employees are complainants, the incumbent will work with Human Resources or Faculty Affairs as appropriate. In all cases involving employees, the incumbent will ensure all investigations and interactions are consistent with applicable bargaining unit contracts. When appropriate and with the consent of parties to a complaint, the AVP will facilitate early resolution agreements between parties and the university (AVP.)

The Assistant Vice President will partner with campus personnel to respond to requests for information made via Public Records Act, CSU systemwide audits and/or compliance reviews, and inquiries made by the Office for

Civil Rights, U.S. Department of Education. The incumbent will also draft settlement agreements for Office of General Counsel review and negotiate settlement agreements executed outside of litigation.

The Assistant Vice President will develop and present educational and informational workshops to students, staff, faculty, and community members, and lead or serve on a variety of university committees and task forces. The incumbent will assess institutional needs, develop and implement policies, procedures, strategic plans, and outcomes assessments for areas of responsibility to ensure alignment with divisional and institutional mission, vision and values in addition to compliance with federal, state and CSU regulations. The incumbent will ensure the rights of pregnant, parenting and/or lactating students are upheld.

Responsibilities of the AVP may be delegated to office personnel in a manner that complies with CSU systemwide policy.

SUPERVISION OF OTHERS:

- Deputy Title IX Coordinator & DHR Administrator – MPP III
- Case Resolution Manager (Investigator) - MPP I
- Training and Case Resolution Coordinator – Confidential Administrative Support
- Confidential Administrative Specialist – Confidential Administrative Support
- Other personnel as resources allow

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Daily/weekly interaction with students; Dean of Students Office staff; Student Affairs, Campus Counsel; University Police; Human Resources; Faculty Affairs; Academic Affairs, FAS leadership teams; faculty and staff as related to each case.

REQUIREMENTS OF POSITION:

List education and experience required:

Candidates must have a Master's degree and be able to exhibit the following qualities and qualifications:

- A minimum of five years of experience in a relevant field.
- Knowledge of and the ability to interpret in the broadest sense federal and state equal opportunity, civil rights, and nondiscrimination laws and regulations, including Title IX and others.
- A sharp understanding of the ways in which the conversation around Title IX is rapidly evolving nationwide and an ability to anticipate potential issues before they arise.
- Deep sensitivity to and a thorough understanding of the many experiences and expressions of trauma caused by Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation.
- A sophisticated and empathetic understanding of the needs and experiences of students, staff, and faculty who identify as part of the LGBTQ and other historically marginalized communities, particularly in relation to issues of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation.
- A fundamental commitment to social justice, and a belief that the work of community building on a college campus is driven by this mission.
- Strong organizational, planning, analytical, and problem-solving skills.
- Intercultural competence and a mission driven sense of the meaning of Inclusive Excellence on a college campus.
- A talent for listening as well as experience facilitating difficult conversations with and among a wide range of constituencies.
- The maturity and integrity to exercise sound judgment and maintain a clear and steady commitment to the highest and best principles, particularly when faced with complex, ambiguous, and highly charged situations.
- The ability to build rapport, create allies, and inspire cross-departmental and cross-divisional action in order to advance the health and safety of all members of the CSUSM community.

- Adequate training on what constitutes Sex Discrimination, Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Dating and Domestic Violence, and Stalking, as well as how to investigate such complaints.
- Comprehensive understanding of how campus and systemwide complaint procedures operate.

Preferences:

- i. Juris Doctorate, Doctorate or Master's Degree in Counseling, College Student Personnel Services, Higher Education Leadership or related field, with applicable mid-level professional supervisory experience
- ii. Work experience in an academic setting, ideally Public Higher Education.

2. List knowledge, skills, and abilities required for this position.

Leadership / Vision:

- Commitment to CSUSM's mission and goals as a student-centered university dedicated to teaching excellence and active learning with a university first perspective and a customer focused strategy.
- Demonstrated commitment and ability to advance the University's goals in the areas of diversity and inclusive excellence.
- Ability to establish a clear and understandable vision for the student discrimination, harassment and retaliation services and programs, engage the university community in the implementation of the vision, and build the operational components to execute the vision.
- Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
- A commitment to diversity, inclusiveness, and access in all areas of the university.

Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:

- Successful experience managing a complex organization.
- Experience building and managing an effective world-class team dedicated to organizational goals and high performance.
- Experience with directing, supervising, motivating, and inspiring others; measuring the performance of people, teams and organizations, and assessing performance and progress.
- Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
- Ability to develop and support on-going learning and professional development for staff, managers and emerging leaders.
- Ability to lead courageously by addressing difficult issues.
- Ability to prioritize and handle issues based on sense of urgency and importance of the issues.
- Ability to ensure confidentiality around sensitive issues.
- Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
- Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
- Ability to identify current and future challenges and propose and implement effective solutions.
- Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.

Communication:

- Excellent oral and written communication skills.
- Ability to communicate effectively and with purpose to a variety of audiences.
- Successful negotiation and persuasion skills.

Strategic planning / Goal Setting:

- Experience in strategically supporting growth and/or change.
- Experience creating and implementing long- and short-term goals.
- Experience in determining and coordinating resource allocations.
- Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the university's strategic master plan, coordinating ongoing multiple large and complex projects from

conception to completion in a centralized and highly regulated environment.

- Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
- Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.

Teamwork / Collaboration:

- The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
- Ability to recognize, understand, and appreciate different roles across the institution.

Functional Area Expertise:

- Proven ability to conduct effective investigations, manage response to complaints, and uphold student and employee rights to due process.
- Strong post baccalaureate university level technical writing expertise.
- Ability to employ effective individual counseling and advising skills when working with students and other members of the university community.
- Cultural intelligence to serve the diversity of the university community presenting Title IX or other DHR concerns.
- Ability to interpret and clearly communicate to the University community on a number of laws and policies related to the position.
- Significant knowledge of discrimination, harassment and retaliation laws and policies, and ability to implement apply subject matter expertise relating to the civil rights of students and employees.
- Strong ability to apply trauma informed practice in all aspects of the position.
- Demonstrated success developing programs and services to meet the needs of a diverse constituency.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- Standard office and communication equipment.
- Utilize multiple electronic records databases to perform duties including to compile summary data for all complaints received by the University to inform future best practices, review and address systemic issues, and implement appropriate programmatic and safety measures.

4. List unique working conditions

- Occasional overnight travel, night or weekend programmatic commitments.

5. Other Employment Requirements

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Mandatory Reporting of Child Abuse and Neglect policy](#) as a condition of employment.

➤ **General Reporter**

- This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under disclosure category: **2**.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position is subject to ongoing review for designation as a Campus Security Authority. Individuals that are designated as Campus Security Authorities are required to immediately report Clery incidents to the institution and complete Clery Act training as determined by the university Clery Director.

- Must participate in required campus trainings including, but not limited to, Sexual Harassment Prevention training “EDU Supervisor: Anti-Harassment, Discrimination, Retaliation”; Information Security Awareness Training; and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.

PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

| | Number of hours/day | | | | |
|-------------------------------|---------------------|-----|-----|-----|----|
| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | | | | x | |
| 2. Standing | | x | | | |
| 3. Walking | | x | | | |
| 4. Bending (neck) | | x | | | |
| 1. Bending (waist) | | x | | | |
| 6. Twisting (neck) | | x | | | |
| 7. Twisting (waist) | | x | | | |
| 8. Crawling | x | | | | |
| 9. Climbing | x | | | | |
| 10. Reaching (above shoulder) | | x | | | |
| 11. Reaching (below shoulder) | | x | | | |
| 12. Walking on uneven ground | x | | | | |
| 13. Crouching | | | | | |
| 14. Kneeling | x | | | | |
| 15. Balancing | x | | | | |
| 16. Pushing or pulling | x | | | | |

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

- 17. Fine manipulation
- 18. Simple grasping
- 19. Power grasping
- 20. Lifting or carrying
 - A. 10 lbs or less
 - B. 11 to 25 lbs
 - C. 26 to 50 lbs
 - D. 51 to 75 lbs
 - E. 76 to 100 lbs
 - F. Over 100 lbs
- 21. Keyboard use
- 22. Mouse use
- 23. Repetitive use of hands/arms
- 24. Repetitive use of legs/feet
- 25. Eye/hand coordination

| | Number of hours/day | | | | |
|--|---------------------|-----|-----|-----|----|
| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| | | x | | | |
| | | x | | | |
| | x | | | | |
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| Yes | No |
|-----|----|
| | x |
| | x |

MENTAL EFFORT

| | Number of hours/day | | | | |
|------------------------------------|---------------------|-----|-----|-----|----|
| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing others | | x | | | |
| 2. Writing | | | x | | |
| 3. Using math/calculations | | x | | | |
| 4. Talking | | | | x | |
| 5. Working at various tempos | | | | | x |
| 6. Concentrating amid distractions | | | | | x |
| 7. Remembering names | | | x | | |
| 8. Remembering details | | | | | x |
| 9. Making decisions | | | | | x |
| 10. Working rapidly | | | | | x |
| 11. Examining/observing details | | | | | x |
| 12. Discriminating colors | x | | | | |

ENVIRONMENTAL FACTORS

| | Number of hours/day | | | | |
|---|---------------------|-----|-----|-----|----|
| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Inside | | | | | x |
| 2. Outside | | x | | | |
| 3. Humid | x | | | | |
| 4. Hazards | x | | | | |
| 5. High places | x | | | | |
| 6. Hot | | | | | |
| 7. Cold | x | | | | |
| 8. Dry | x | | | | |
| 9. Wet | x | | | | |
| 10. Extreme change of temp | x | | | | |
| 11. Dirty/dusty | x | | | | |
| 12. Exposure to gas, fumes or chemicals | x | | | | |
| 13. Odors | x | | | | |
| 14. Noisy | x | | | | |
| 15. Working w/others | | | | | x |
| 16. Working around others | | | | | x |
| 17. Working alone | | | x | | |

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee, the supervisor's signature, and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (Optional)

Print Name: _____

Signature: _____

Date: _____

President's Administrative Team Member: (Optional)

Print Name: _____

Signature: _____

Date: _____