

NOTICE OF VACANCY

Position Title: Compliance Director/Title IX Coordinator

SALARY: \$60,000.00

REPORTS TO: VP Business & Finance/CFO

BENEFITS: Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

POSITION DETAILS: Full-time; FLSA Exempt

HOURS: Monday-Friday; 8:00AM to 5:00PM; Flexibility outside of normal work hours may be required (if needed)

START DATE: May 1, 2026

SUPERVISORY DUTIES: N/A

POSITION SUMMARY: The Director of Compliance & Title IX Coordinator serves as the University's lead administrator for institutional compliance, civil rights enforcement, Title IX, and regulatory risk management. This position provides strategic oversight and operational leadership for compliance with federal and state laws, including civil rights regulations, campus safety requirements, and privacy laws.

The Director serves as the University's designated Title IX Coordinator and is responsible for ensuring compliance with Title IX and other nondiscrimination laws. The role also oversees institutional compliance related to the Clery Act, the Violence Against Women Act (VAWA), campus security authority (CSA) coordination, the FERPA, and accessibility requirements under the Americans with Disabilities Act (ADA) and Section 504.

This position plays a critical role in promoting a culture of compliance, accountability, equity, and safety, while ensuring institutional adherence to regulatory requirements and best practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Institutional Compliance & Risk Management

- Provide leadership and oversight for the University's compliance program, including regulatory monitoring, risk assessment, and mitigation strategies.
- Interpret and apply federal and state laws, regulations, and guidance impacting higher education.
- Identify areas of compliance risk and develop corrective action plans.
- Lead institutional responses to audits, investigations, and external reviews.
- Prepare and present compliance reports to senior leadership.
- Ensure investigations are conducted in a neutral, thorough, and timely manner.
- Prepare investigation reports, findings, and recommendations.
- Coordinate with internal stakeholders (HR, Academic Affairs, Student Affairs, Athletics) as appropriate.

Compliance Calendar Oversight

- Develop, implement, and maintain a comprehensive institutional compliance calendar that tracks all regulatory requirements, reporting deadlines, training cycles, and policy review obligations.
- Assign and coordinate compliance responsibilities across departments, ensuring clear accountability for each requirement.
- Monitor deadlines and proactively communicate upcoming obligations to responsible units.
- Track completion status and follow up on outstanding or at-risk items.
- Update the compliance calendar in response to regulatory changes, audit findings, or institutional needs.
- Utilize the compliance calendar as a central tool for audit readiness, risk management, and institutional reporting.

Civil Rights Compliance & Institutional Equity

- Oversee compliance with all applicable civil rights laws, including:
 - Title IX (sex discrimination and harassment)
 - Title VI (race, color, national origin)
 - Title VII (employment discrimination)
 - ADA and Section 504 (disability access)
- Administer and enforce nondiscrimination policies and grievance procedures.
- Oversee investigations related to discrimination, harassment, and retaliation.
- Promote a campus environment that supports equity, inclusion, and fairness.

Title IX Coordination

- Serve as the University's official Title IX Coordinator.
- Manage all aspects of the Title IX grievance process, including intake, assessment, investigation coordination, and resolution.
- Ensure prompt, equitable, and impartial resolution of complaints in accordance with federal regulations.
- Maintain appropriate documentation and case management records.

Clery, VAWA & Campus Safety Compliance

- Assist with institutional compliance with the Clery Act and VAWA requirements.
- Partner with Campus Security to coordinate campus security authority (CSA) training and reporting processes.
- Collaborate with Campus Safety, Student Affairs, and other stakeholders on crime reporting and policy compliance.
- Support the preparation and publication of the Annual Security Report (ASR).

FERPA & Privacy Compliance

- Provide guidance and oversight related to student privacy under FERPA.
- Assist in developing and deliver training on confidentiality and data protection.
- Investigate and address potential privacy violations.
- Participate in Data Standards Committee.

ADA Accommodations & Accessibility

- Oversee ADA compliance for employees and institutional accessibility efforts.
- Ensure compliance with ADA and Section 504 requirements, including the interactive process for employee accommodations (in coordination with Human Resources).
- Provide guidance on campus accessibility, including facilities and digital accessibility considerations.

Training, Education, & Prevention

- Design and deliver campus-wide training programs for faculty, staff and students.
- Ensure compliance with mandatory training requirements (e.g., Title IX, harassment prevention).
- Develop and promote awareness initiatives each term related to discrimination, harassment, and reporting obligations and institutional policies.

Policy Development & Administration

- Draft, revise, and maintain institutional policies related to:
 - Nondiscrimination
 - Sexual misconduct
 - Grievance procedures
- Ensure policies align with current legal standards and best practices.

Audit, Reporting & External Compliance

- Coordinate institutional responses to federal and state audits, including civil rights and compliance reviews.
- Maintain records and documentation required for regulatory reporting.
- Serve as the University liaison to external agencies related to compliance matters.

Reporting & Compliance Monitoring

- Maintain records and prepare required reports related to compliance activities.
- Monitor trends and identify areas of risk.
- Provide regular updates to senior leadership on compliance matters.
- Coordinate responses to audits, reviews, and external inquiries.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree in Human Resources, Higher Education, Public Administration, Law, or a related field.
- Minimum of 3-5 years of progressive experience in compliance, Title IX, HR, or related area.
- Demonstrated knowledge of federal civil rights laws, Title IX, Clery, VAWA, FERPA, and ADA.
- Experience conducting or overseeing investigations.
- Strong analytical, organizational, and communication skills.
- Ability to manage highly sensitive and confidential matters with discretion.

PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Master's degree or Juris Doctor (JD).
- 5+ years of experience in higher education compliance or institutional equity.
- ATIXA or similar professional certifications.
- Experience managing institutional audits and compliance programs.
- Experience with compliance systems and training platforms such as Vector Solutions and ERP systems such as Ellucian Colleague.

SKILLS & ABILITIES:

- Ability to interpret complex laws and translate them into practical institutional processes.
- Demonstrated ability to conduct prompt, thorough, and impartial investigations, including interviewing, evidence analysis, credibility assessment, and report writing.
- Ability to manage multiple priorities, deadlines, and compliance obligations simultaneously, including maintaining a comprehensive compliance calendar.
- Excellent written and verbal communication skills, including the ability to present complex compliance matters clearly to diverse audiences (faculty, staff, students, and leadership)
- Maintain confidentiality at all times.
- Ability to identify compliance risks, evaluate institutional exposure, and develop proactive strategies to mitigate legal and operational risk.
- Strong investigative and conflict resolution skills.
- Ability to build trust while maintaining neutrality and objectivity.
- High level of integrity and professional judgment.
- Ability to manage multiple priorities in a dynamic environment.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit and stand for periods of time. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- May require participation in hearings, trainings, and campus events.

TO APPLY:

Complete the USAO application at <https://usao.edu/about/personnel.html>. When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts. If you have any questions, please email hr@usao.edu.

ABOUT USAO:

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Financial Wellness Coach 03.26/v2 Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team teaching and will extend throughout the undergraduate experience. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.