Department/Program: Title IX & Civil Rights Compliance (Office of Human Resources)
Position Title: Graduate Apprentice for Title IX & Civil Rights Compliance

Key Responsibilities:

- Assist in planning, coordinating, and facilitating workshops, dialogues, and initiatives that support civil rights education and compliance for students, with a specific focus on sexual harassment prevention.
- Coordinate scheduling, room reservations, and preparation of materials for events and workshops.
- Serve as a resource for students seeking supportive measures after reporting incidents of harassment and discrimination.
- Maintain and update resource materials related to civil rights training, with a specific focus on the Title IX Training Curriculum.
- Serve as the Title IX and Civil Rights Compliance representative on the Bias Education Response Team, weekly Title IX and Confidential Advocacy case review meetings, and Prevention Partnerships for Student Education (Fraternity & Sorority Life).
- Assist the Lead Case Manager with training and workshop assessments.
- Support the Director and Lead Case Manager with annual case management assessments.

Career Options: Title IX/ Civil Rights; Student Crisis Support/Dean of Students; Student Conduct; Bias Education and Response; Diversity, Equity & Inclusion; Peer Mentoring Programs; Identity Centers; Leadership Programs.

The MHE students will gain theoretical and practical experience in Title IX compliance, with a focus on student training and workshops, one-on-one case management, assessment and evaluation, marketing, program administration, and student development. These skill sets, coupled with curricular experiences, knowledge, and dispositions, will allow the MHE student to be prepared to enter the job market.

Brief Overview of the Department/Program: The Office of Civil Rights and Compliance provides central support for ensuring the university's commitment to a culture of compliance and ethics. As the designated office with oversight over centralized compliance functions, our mission is to establish policies, standards, and procedures to address misconduct, educate the community on expectations, ensure systems for monitoring and reporting suspected wrongdoing without fear of reprisal, and respond to and prevent further similar misconduct upon detection of a policy violation.

Located with the Office of Human Resources, Title IX and Civil Rights supports the university's mission through training, workshops, and compliance support.

Position Description: The Graduate Apprentice for the Center for Title IX and Civil Rights Compliance (GA) will play a key role in the university's commitment to a culture of compliance and ethics. Working collaboratively with the Director of Compliance and Title IX Coordinator and the Lead Case Manager for Civil Rights, the GA will assist in planning, coordinating, and facilitating workshops, dialogues, and events focused on responding to sexual harassment disclosures, supporting survivors and respondents, and Elon's Sexual Harassment Policy. Additionally, the GA will support students, facilitate leadership development opportunities, manage and coordinate programs, support assessment efforts, and aid in the marketing and outreach initiatives of the office. Occasional night and weekend work is required.

Primary Duties:

- Assist in planning, coordinating, and facilitating workshops, dialogues, and initiatives that support civil rights education and compliance for students, with a specific focus on sexual harassment prevention.
- Coordinate scheduling, room reservations, and preparation of materials for events and workshops.
- Serve as a resource for students seeking supportive measures after reporting incidents of harassment and discrimination.
- Maintain and update resource materials related to civil rights training, with a specific focus on the Title IX Training Curriculum.
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Assessment

- Update and create surveys that evaluate the learning outcomes, effectiveness, and impact of trainings/programs administered by the Title IX & Civil Rights Compliance.
- Assist in the semesterly and annual assessment of reports; assist with the office's annual report to be shared with university senior administrators.

Marketing & Outreach

- Work with the Lead Case Manager to identify marketing strategies.
- Assist in the management of social media accounts.
- Review, maintain, and update the website related to training and workshop opportunities.

Administrative and other duties

- Participate in bi-weekly Compliance and Employee Relations professional staff meetings
- Attend weekly 1:1 with Director of Compliance and Title IX Coordinator to review tasks, projects, and engage in guided reflection.

Additional Responsibilities Required

- Create strong partnerships with university departments.
- Support the implementation of Institutional priorities
- Serve as the Title IX and Civil Rights Compliance representative on the Bias Education Response Team, weekly Title IX and Confidential Advocacy case review meetings, and Prevention Partnerships for Student Education (Fraternity & Sorority Life).

Professional Development: Professional development opportunities will be supported and encouraged for the GA in this position. The Director and other staff members can assist the GA with involvement in state, regional, and national professional associations. The Title IX and Civil Rights Compliance Office commits to funding a professional association membership for the GA for both years of the apprenticeship that is relevant to Civil Rights Compliance and the higher education profession. The Graduate Apprentice will write a professional development plan (PDP) during the first semester. With support from their supervisor, the apprentice will revise the PDP each semester and utilize the plan to establish connections between coursework, career goals, and professional engagement opportunities. In the first year, the Title IX and Civil Rights Compliance Office will provide the apprentice with access to $750 (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities.