



MOUNT ST. JOSEPH
UNIVERSITY

MOUNT ST. JOSEPH UNIVERSITY **EQUAL OPPORTUNITY AND TITLE IX TEAM MEMBER APPLICATION**

Mount St. Joseph University (“the University”) is committed to providing an educational and employment environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, or other minority or protected status. This commitment extends to the University’s administration of its admission, financial aid, employment, and academic policies, as well as the University’s athletic programs and other university-administered programs, services, and activities. The University’s commitment is supported by its Equal Opportunity and Non Discrimination Policy and Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy available on MyMount. The Equal Opportunity Officer/Director of the Office of Human Resources and the Title IX Coordinator are, each, responsible for facilitating the investigatory and adjudicatory processes set forth in these policies with the assistance of qualified employees selected to serve as Equal Opportunity and Title IX Team Members (“EO and Title IX Team Member”).

APPLICATION DEADLINE

The University is seeking current University employees who are willing and able to serve as EO and Title IX Team Members. Employees interested in serving as an EO and Title IX Team Member in the 2019-2020 academic year should complete this application and return it to Executive Assistant and University Records Coordinator, Lisa Tinsley, by August 30, 2019¹. Team Member selection will be made promptly after this deadline by the Equal Opportunity Officer/Director of the Office of Human Resources and the Acting Title IX Coordinator.

DESCRIPTION

As part of the investigatory and adjudicatory processes in the University’s Equal Opportunity and Non Discrimination Policy and Sex Discrimination, Sexual Misconduct and Interpersonal

¹Applicants with disabilities may be entitled to a reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in typical processes or the way things are typically performed which will ensure an equal opportunity without imposing an undue hardship on the University. Please inform the University’s Director of the Office of Human Resources, Lisa Kobman, if you need assistance completing this application or to otherwise participate in the application process.



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Violence Policy available on MyMount, EO and Title IX Team Members will serve in various capacities related to investigating and adjudicating allegations of discrimination on the basis of race, color, nation origin, religion, age, disability or other protected status, as well as sex discrimination, sexual misconduct and interpersonal violence. The various roles that one may serve as an EO and Title IX Team Member include: Victim Advocate, Respondent Advisor, Investigator, Probable Cause Official, Adjudication Hearing Panel Member, Appellate Official, or an Alternate, under either policy. Please see the University's Equal Opportunity and Non Discrimination Policy and Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy for more information about the policy and these various roles.

EO and Title IX Team Members will serve for a period of no less than one year, ending August 31, 2020. The time commitment for EO and Title IX Team Members will vary dependent upon the volume and type of reports/complaints that are received by the University. Efforts will be made to assign roles to EO and Title IX Team Members to address time commitment issues from matter to matter. As compensation for serving as an EO and Title IX Team Member, individuals will be paid a total of \$1,000 (less all applicable tax withholdings) in two lump sums, the first payment of \$500 (less all applicable taxes and withholdings) will be made in the first pay period in December 2019 and second and final payment of \$500 (less all applicable taxes and withholdings) will be made in first pay period of May 2020, in accordance with the University's standard payroll practices. Service as an EO and Title IX Team Member, especially when performing the role of Investigator, may require limited travel and scheduling interviews, meetings, and/or hearings on evenings and weekends.

Selection to serve as an EO and Title IX Team Member does not alter any employee's current employment status (*i.e.*, at-will, contract, tenured, etc.). Selection as an EO and Title IX Team Member does not create any contractual relationship between the University and the employee. While the University expects applicants will be willing and able to serve for a period of one year, ending August 31, 2020, service on the EO and Title IX Team is at-will. At-will means that the University may remove an EO and Title IX Team Member at any time, with or without cause or prior notice, and an employee may resign from the Team at any time, with or without cause or prior notice.



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NECESSARY QUALIFICATIONS

- A current employee of the University.
- Willingness and ability to be trained in the areas of advocacy, investigations, probable cause determinations, adjudication processes, appeal processes and the University's Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy.
- Willingness and ability to serve on the EO and Title IX Team for a period of no less than one year, ending August 31, 2020.
- Willingness and ability to complete the employee's regular job duties and simultaneously serve as EO and Title IX Team Member.
- Willingness and ability to travel on a limited basis and schedule interviews, meetings, and/or hearings on evenings and weekends.
- Willingness and ability to maintain confidentiality of all complaints, allegations, investigations, and adjudications to the extent required and permissible under the law and University policy.
- Support of direct supervisor at the University.
- A demonstrated commitment to diversity, equity, and inclusion.



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GENERAL INFORMATION

Full Name

FIRST MIDDLE LAST

Address

STREET CITY STATE ZIP CODE

Primary Phone Number (_____) _____

Alternative Phone Number (_____) _____

Mount St. Joseph University Email Address _____

Current Mount St. Joseph University Position _____

Name of Current Manager or Supervisor _____



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APPLICANT'S REPRESENTATIONS
READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I understand that, if selected to serve as an EO and Title IX Team Member, I will be required to attend no less than annual training related to Victims; Advocacy, Respondent Advisors, Title IX investigations, probable cause determinations, adjudication processes, appeal processes and the University's Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy.

_____ Initials

I understand that, if selected to serve as an EO and Title IX Team Member, I will be expected to serve in that capacity for a period of no less than one year, ending August 31, 2020.

_____ Initials

I understand that the time commitment for EO and Title IX Team Member service will vary dependent upon the volume and type of reports/complaints that are received by the University, and I am willing to serve as needed, with the understanding that roles for EO and Title IX Team Members will be varied from matter to matter in an attempt to address the time commitment of all EO and Title IX Team Members.

_____ Initials

Despite the expectation that I will be willing and able to serve as an EO and Title IX Team Member if selected, I understand that status as an EO and Title IX Team Member is at-will and that selection as an EO and Title IX Team Member creates no contractual relationship between the University and me.

_____ Initials



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I understand that, if selected to serve as an EO and Title IX Team Member, I will be expected to fulfill my regular job duties to the satisfaction of my manager or supervisor and fulfill the additional duties of an EO and Title IX Team Member, as I am called upon to do so by the University, and I have already consulted my manager or supervisor regarding my interest in serving on the Team and have obtained the support of my manager or supervisor to submit this application and to serve as an EO and Title IX Team Member if selected.

_____ Initials

I understand that, if selected to serve as an EO and Title IX Team Member and especially when serving in the Title IX Investigator role, my service may require limited travel and scheduling interviews, meetings, and/or hearings on evenings and weekends.

_____ Initials

I understand that Team Members are required to maintain as confidential all complaints, allegations, investigations, and adjudications to the extent required and permissible under the law and the University's Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy.

_____ Initials

I understand that, if selected to serve as an EO and Title IX Team Member, I will immediately notify the Title IX Coordinator if I believe that the circumstances of any complaint, allegation, investigation, or adjudication present a conflict of interest for me to serve as an EO and Title IX Team Member.

_____ Initials



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I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for service as an EO and Title IX Team Member or, if selected, may result in removal at any time during the period of my service, regardless of the amount of time that has passed.

_____ Initials

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____