



**SNOW
COLLEGE**

OPEN POSITION:

Civil Rights Investigator



About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

Mission

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.

Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.

The Job



Description:

Snow College seeks applications for a full-time civil rights investigator. The civil rights investigator supports the College's commitment to an open, diverse, and inclusive environment for students (residential and non-residential, employees, and visitors). The Investigator participates in activities and efforts to build and sustain a safe and equitable campus that is free from discrimination and harassment on the basis of any status protected by college policy or local, state, or federal law. This includes investigating alleged violations of Title IX, including sexual assault, domestic violence, dating violence, and stalking. It also includes investigating violations of Title VII and other civil rights and anti-discrimination law, including allegations of Abusive Conduct as defined by the Utah Healthy Workplaces Act. In addition, the civil rights investigator routinely and actively participates in education, outreach, and engagement activities with the students, employees, and visitors at Snow College.

Qualifications:

Required Qualifications:

- Bachelor's degree or equivalent education and experience required;
- Demonstrated skill in verbal and written communication and ability to spot issues and to apply facts to policy; Ability to analyze processes and procedures and perform appropriate updates;
- Ability to use independent judgment and to manage confidential information;
- Ability to manage multiple responsibilities simultaneously and to respond effectively to competing deadlines and workflows;
- Demonstrated commitment to due process and evidence-based decision making. Demonstrated ability to build trust and positive relationships;
- Demonstrate an optimistic and positive outlook; Demonstrated skill in problem-solving and multitasking;
- Exceptional writing skills and ability to efficiently and effectively create trainings and draft reports, including demonstrated ability to analyze facts, spot issues, apply facts to policy, and distill the foregoing to a concise but thorough report.
- Ability to work effectively in a team environment.

Preferred Qualifications: A competitive applicant for the civil rights investigator role will have many of the following skills and abilities:

- Two years of experience conducting discriminatory and harassment investigations;
- Experience with conducting initial reviews and complete investigations involving faculty, staff and students. This includes conducting a preliminary review of the complaint, making determinations concerning the necessity of a

formal investigation, interviewing relevant individuals, and reviewing documents or other evidence. Strong analytical, writing, and critical thinking skills; ability to problem solve, analyze, summarize, and effectively present data in a sound and supportable manner.

- Experience with case management and/or case management databases. Conflict resolution and/or mediation skills.
- Demonstrated organizational, planning, and time management skills as well as the ability to prioritize multiple projects and priorities.
- Demonstrated experience with and commitment to working effectively with students, faculty, staff, or other individuals from diverse backgrounds in support of an inclusive and welcoming environment.
- Strong interpersonal skills and the ability to manage change and build consensus while maintaining a high level of confidentiality.
- Demonstrated computer proficiency, including Excel, Microsoft Word, and PowerPoint.

Major Responsibilities/Duties:

Investigation and Response

- Conduct prompt, thorough, impartial, and equitable investigations with associated reports in regards to Title IX, Title VII, and other State and federal laws governing discrimination.
- Related responsibilities include performing initial safety assessments, identifying interim measures, preparing an investigative plan and timeline, identifying and interviewing witnesses, gathering and securing relevant evidence, and preparing comprehensive investigative reports and recommended findings and/or remedial actions, as appropriate.

Case Management and Assessment

- Responsible for accurate, timely, and comprehensive documentation of all alternative and formal case resolutions, as well as trainings and presentations, to which the civil rights investigator is assigned.
- Responsible for remaining current and knowledgeable about legal and legislative updates relevant to the mission of the Human Resource and Title IX office and identify and integrate best practices to enhance policies, procedures, and practices.
- Assist the Title IX Coordinator, Deputy Title IX Coordinator, Risk Manager, and the Director of Human Resource with conducting periodic assessments of the effectiveness of College policies and procedures, including the overall efficacy of coordination and overall response by the College to various forms of discrimination, harassment, and/or retaliation.

Additional Information

Applications received by **11:59 PM on November 2, 2023**, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administration.

Initial screening is based on the responses to the online submitted application, as well as your redacted resume and cover letter. Transcripts or any other submitted material will not be considered during initial screening.

Snow College is an Equal Opportunity/Affirmative Action employer and educator. The college strongly encourages individuals from underrepresented groups, women, veterans, and those with disabilities to apply.

With campuses in both Ephraim and Richfield, Snow College offers programs and courses that are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, non-traditional students who wish to start or complete a degree. Snow is committed to the success and positive experience of every one of these students.

Snow College is a two-year public college, and in January 2020, The Chronicle of Higher Education ranked Snow College #1 in the nation for student success in two-year colleges. Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888; excellence continues to be the hallmark of all our work and activities. We are the preferred choice of approximately 6,000 students, with 600 students attending the Richfield campus, who want a small College experience filled with a variety of many different activities, events, and performances. With campuses located in Ephraim, Richfield, and online, students complete degrees in Associate of Arts, Science, or Applied Science with numerous specialized, short-term technical training certificates and diplomas including a few Bachelor's degrees. To learn more about Snow College, please visit our [website](#) or see our [job brochure \(Download PDF reader\)](#)

Snow College offers benefits including medical, dental, vision, life and disability insurance, retirement, and more.

Below is an estimate of the benefits you would receive according to the salary listed in the example:

Salary:	Total Benefits (based on a family plan, including retirement, life insurance, FICA, disability etc.):
\$57,000	\$34,072

To find out the most current information on benefits offered by Snow College to full-time employees, please visit our [benefit informational pages online](#).

Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

Strategic Plan

This position is an important part of the College's [Strategic Plan](#).

Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the [Sanpete County Website](#).



THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on November 2, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at jobs@snow.edu or hr@snow.edu.

