



LIBERTY UNIVERSITY



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Inviting Applications and Nominations for

Executive Director of Title IX / Title IX Coordinator



Liberty University, one of the nation's largest private, non-profit universities, seeks an expert in the laws and regulations pertaining to the federal reporting requirements regarding Title IX to serve as **Executive Director of Title IX / Title IX Coordinator**. The responsibilities of this key position require the Executive Director to demonstrate exceptional attention to detail, conduct investigations and prepare reports and recommendations, exercise a high level of confidentiality, and treat all constituents engaged in the complaint process with sensitivity and neutrality. Candidates must be committed to the evangelical standards and mission of Liberty University. Liberty University seeks to select the finalist before December 12th.



ABOUT THE UNIVERSITY

Founded in 1971 with 154 students, Liberty University has become the largest university in Virginia and one of the largest Christian universities in the world. The evangelical, private, coeducational, comprehensive institution offers more than 700 unique programs of study, from the certificate to the doctoral level, many of which combine collaboration between disciplines with hands-on opportunities to simulate the real-world environments students will encounter when they graduate. More than 130,000 students are enrolled across 15 colleges and schools, attending either residually at the 7,000-acre campus in Lynchburg, Virginia, or through the University's extensive online programs.

Liberty faculty are mentors as well as distinguished educators. They have real-world experience, advanced degrees from some of the world's most respected schools, and a strong commitment to the Christian

faith. Every faculty member is a professing Christian who believes that teaching is a calling, not just a job, and every student is prepared for a life of meaningful service to God and to others. Social responsibility, humanitarian aid, and service-learning opportunities are all intentionally integrated into the Liberty experience.

Administrators, faculty, and staff at Liberty have a deep commitment to Training Champions for Christ. All of the courses are taught from a biblical worldview and support the University's mission to develop Christ-centered men and women with the values, knowledge, and skills essential for impacting tomorrow's world.

The same standard for excellence invested in the programs is invested also in the campus. Nearly \$1 billion has been spent on state-of-the-art academic and athletic facilities over the last decade because

students who learn and compete in cutting-edge environments are primed for success anywhere. Newly constructed, world-class educational facilities, attractive dorms, and an abundance of recreational facilities provide an unparalleled opportunity for students desiring a Christ-centered education to pursue their dreams in a context that is modern and filled with opportunities.

While the University's top priorities remain academic and spiritual in nature, Liberty also gives students a Division I college experience, with 20 NCAA Division I athletic teams. Liberty student-athletes have won more than 180 NCAA Division I conference titles. Also available are 40+ Club Sports teams, and a wide variety of student activities, intramural sports, and recreational opportunities.

Statement of Mission and Purpose

Maintaining the vision of the founder, Dr. Jerry Falwell, Liberty University develops Christ-centered men and women with the values, knowledge, and skills essential to impact the world.

Through its residential and online programs, services, facilities, and collaborations, the University educates men and women who will make important contributions to their workplaces and communities, follow their chosen vocations as callings to glorify God, and fulfill the Great Commission.

Liberty University will:

- Emphasize excellence in teaching and learning.
- Foster university-level competencies in communication, critical thinking, information literacy, and mathematics in all undergraduate programs.
- Ensure competency in scholarship, research, and professional communication in all graduate programs and undergraduate programs where appropriate.
- Promote the synthesis of academic knowledge and Christian worldview in order that there might be a maturing of spiritual, intellectual, social, and physical value-driven behavior.
- Enable students to engage in a major field of study in career-focused disciplines built on a solid foundation in the liberal arts.
- Promote an understanding of the Western tradition and the diverse elements of American cultural history, especially the importance of the individual in maintaining democratic and free market processes.
- Contribute to a knowledge and understanding of other cultures and of international events.
- Encourage a commitment to the Christian life, one of personal integrity, sensitivity to the needs of others, social responsibility, and active communication of the Christian faith, and, as it is lived out, a life that leads people to Jesus Christ as the Lord of the universe and their own personal Savior.





THE OPPORTUNITY

Reporting to the Vice President of Equity Compliance, the **Executive Director of Title IX/Title IX Coordinator** (Executive Director) serves as the principal LU official responsible for managing and monitoring the University's compliance with Title IX. An essential function of this position is to ensure that the University executive administration is aware of and fully supports compliance with applicable and associated federal regulations and that executives reflect that support for compliance within their divisions. The Executive Director supervises manager/s and other employees.

Essential Functions and Responsibilities

- Enforces the University's Sexual Misconduct Policy as it relates to Title IX. The Executive Director coordinates the University's compliance with Title IX and serves as the primary administrator for cases alleging sexual harassment, sexual assault, sexual exploitation, stalking, domestic violence, dating violence, intimidation, false reporting, and retaliation.
- Provides ongoing consultation with University stakeholders regarding Title IX requirements, compliance, and grievance resolution.
- Provides resource referrals to students and staff involved in investigations.
- Cultivates relationships and collaborates with a variety of campus partners to ensure Title IX policies are communicated to all constituencies.
- Remains knowledgeable of federal and state law and regulations and trends within higher education related to harassment and other discriminatory practices. Identifies and integrates best practices into knowledge base and practice.
- Develops, delivers, and oversees educational programs for students, faculty, and staff, including disseminating educational materials and conducting outreach and training.
- Organizes and maintains all training and complaint records.
- Develops and implements a case management database to organize, manage, and track Title IX incidents.
- Coordinates Title IX efforts with other institution offices that receive complaints.
- Gathers evidence and investigates incidents and complaints reported as Title IX violations filed with the Office of Equity and Compliance. Advises impacted parties and respondents of their rights.

- Coordinates interim measures and accommodations with departments throughout the University.
- Ensures a fair, timely, and well-documented investigative process, and maintains accurate and thorough records and notes of investigatory process.
- Creates comprehensive written investigative reports that clearly identify the issues investigated, identify all relevant university policies, and summarize all relevant evidence.
- Creates partnerships among the diverse stakeholders of the University. Works with many internal and external stakeholders including the offices and units of Legal Affairs, Finance, LU Police Department, Human Resources, Athletics, Campus Safety, Student Affairs, Internal Audit, Risk Management, Office of Equity and Compliance, Construction and Facilities Maintenance, and Student Government, and the Strategic Analysis Team. This includes establishing a clear meeting schedule to coordinate feedback and tasks needed.
- Evaluates and determines merit/no merit of complaint claims.
- Summarizes case findings in preparation for distribution.
- Serves as liaison, in coordination with the Vice President of Equity Compliance, with the U.S. Department of Education regarding Title IX matters.
- Tracks, trends, reports, and addresses systemic problems relating to complaints.
- Serves as team lead for the Title IX Compliance Committee (TICC) and convenes this working group on a regular basis.
- Serves as team lead for the Data Assurance Working Group (DAWG) and convenes this working group monthly.
- Proposes, communicates, executes, and measures success of mitigation measures to identified compliance deficiencies.
- Minimizes risks that the institution incurs by accurately recording and reporting on areas of institution-wide compliance, meetings and decisions made related to data entry, policies and procedures, and training initiatives, such as developing, generating, and disseminating critical weekly, monthly, quarterly, and annual compliance reports.
- Maintains thorough knowledge of requirements, staff performance, issues-tracking, and level of success for meeting goals.
- Establishes Title IX compliance programs at any additional and/or satellite campuses.
- Serves as a key member of the Office of Equity Compliance (OEC) team participating in collaborative and respectful discussion to identify strategic solutions to strengthen the institution and minimize risk.
- Hires, supervises, and trains the Title IX staff, and others, as necessary, to ensure that expert-level knowledge is maintained on the team.
- Stays abreast of pending and final changes to Title IX and other laws or regulations affecting Title IX provisions.
- Provides regular reports and scheduled updates to the Vice President of Equity Compliance.
- Performs other duties as assigned.



Qualifications and Credentials

Minimum Qualifications

- A graduate degree in a related field (e.g., student affairs, higher education administration, social work, psychology) with a minimum of five years of state/federal compliance and regulatory experience in higher education, showing a progression of responsibility
- Ability to develop and maintain expert level knowledge of Title IX
- Ability to present in various venues, including executive leadership, one-on-one, small groups, large groups, and public presentations
- Ability to demonstrate exceptional attention to detail
- Excellent written and oral communication skills, and the ability to use various presentation platforms
- Excellent organizational, planning, evaluation, and interpersonal skills
- Ability to partner well with colleagues, both in and outside of the organization
- Willingness and availability to travel to campuses and occasionally travel out-of-state for appropriate professional development
- Positive attitude with strong listening and communication skills to ensure positive and successful delivery of desired outcomes.

- Ability to articulate and defend the unique Christian educational mission and vision of Liberty University and its subsidiaries to a wide variety of individuals and groups.
- Valid Virginia driver's license or the ability to obtain one, an acceptable DMV record, and the ability to qualify for Liberty University insurance coverage
- Not in default on any federal student or parent loan
- Not convicted of, or pled nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of federal, state, or local government funds, -or- be administratively or judicially determined to have committed fraud or any other material violation of law involving federal, state, or local government funds (CFR 668.14(b)(18)(i))

Preferred Qualifications

- Juris Doctorate degree
- Two years of experience in the area of investigations, interpersonal violence, and mediating conflict
- Eight years of state/federal compliance and regulatory work experience, preferably in the Title IX area in higher education, showing a progression of responsibility and leadership
- Extensive working knowledge of software solutions for non-profits, CRM-Relationship management software, and Ellucian Banner
- Fluent in Spanish or American Sign Language



Essential Abilities and Competencies

Abilities

- Ability to conduct, plan, organize, and lead investigations, facilitations, and preparation of reports and recommendations
- Ability to listen, identify, elicit, and distill essential information needed to assess and resolve problems and issues
- Ability to work collaboratively with others and foster effective working relationships
- Ability to maintain confidences and exercise sound judgment and discretion
- Ability to tolerate a high degree of ambiguity
- Ability to design, implement, and utilize data gathering and reporting procedures
- Ability to work with hostile and emotional individuals in a compassionate, professional, and courteous manner
- Ability to diffuse and manage situations involving intense conflict
- Ability to maintain confidentiality and professional relationships in dealing with sensitive, complex civil rights, legal, and human resource issues and situations.
- Ability to treat all constituents engaged in the complaint process with sensitivity and neutrality and to exercise a high level of confidentiality

Communication and Comprehension

- Ability to effectively communicate both verbally and in writing to convey clear, well-articulated information
- Ability to understand, speak, and write English that conveys messages and correspondence in an articulate and professional manner
- Commitment to being a visible, dynamic member of the Liberty University community
- Ability to become knowledgeable of Liberty University and share that information effectively with internal and external audiences

- Possess public communication skills that allow professional representation of Liberty University to a variety of business, government, and community customers and associates as well as to internal leadership, faculty, and staff
- Strong organizational skills
- Proficiency in Microsoft Word, Excel, Access, and PowerPoint as well as management skills in other contracted databases (i.e., wealth profile, people search, analytics)
- Ability to organize and implement complex projects and programs and to handle multiple tasks simultaneously
- High level of energy and enthusiasm as well as innovative, creative, and service-oriented work style

Problem Solving

- Intuitive ability to reason, analyze information and events, and apply judgment in order to solve problems of both routine and complex nature
- Ability to organize and implement complex projects and programs
- Ability to handle multiple tasks simultaneously

Work-related Abilities

- Ability to sit for extended periods to perform deskwork or type on a keyboard
- Ability to travel from home, as needed, including extended periods in a car or airplane
- Ability to hear and speak in order to effectively communicate orally
- Ability to occasionally stand, walk, and climb stairs to move about the building
- Ability to handle materials, reach overhead, kneel, or stoop in order to conduct business
- Ability to regularly lift 10 pounds or less
- Ability to work away from the campus office, including in people's homes, offices, workplaces, or other public places





Ashley Reich, M.A., Ed.S.
Vice President of Equity Compliance

Ashley Reich serves as Vice President of Equity Compliance at Liberty University. Her 15-year career in higher education has

focused on financial aid, student accounts, military affairs, financial literacy, state approvals, and federal government relations. She has been heavily involved in working with agencies at the federal level, such as the U.S. Department of Education and the Department of Veterans Affairs, on regulatory issues.

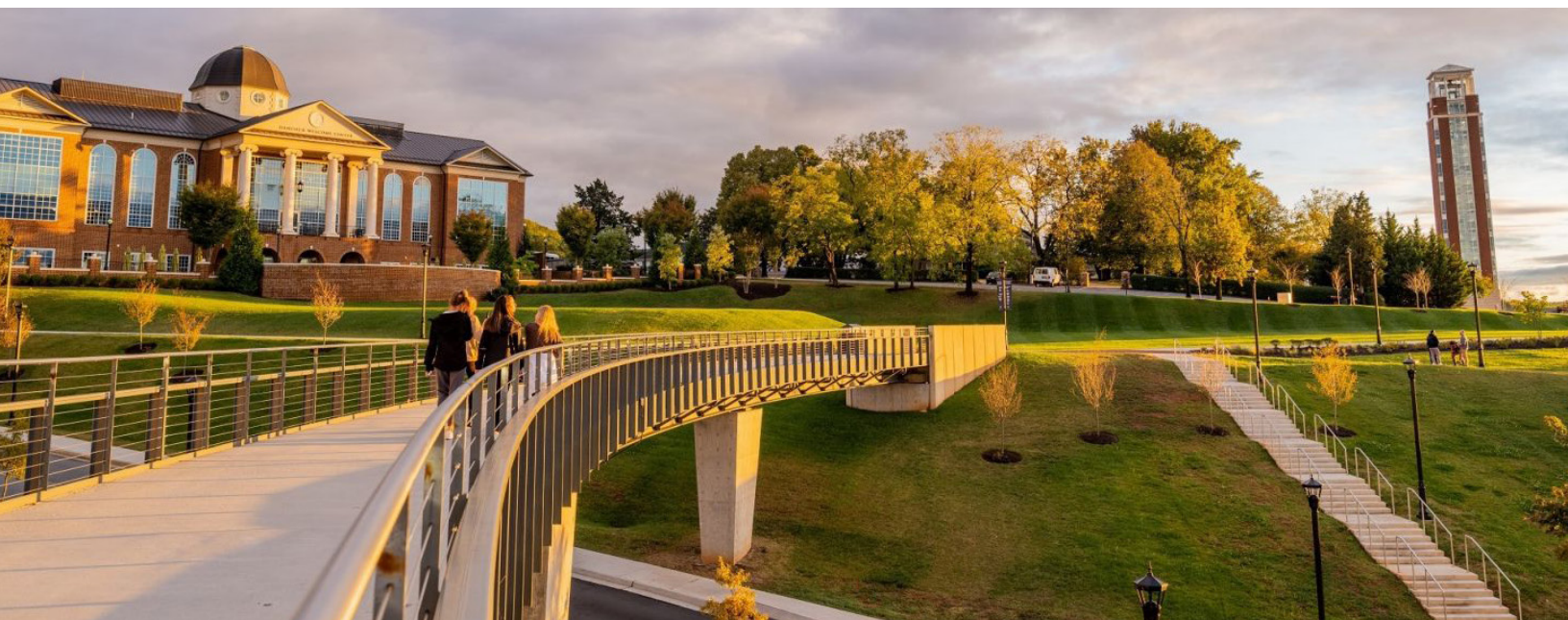
In her current role in the Office of Equity and Compliance, she fosters a safe and supportive environment that is conducive to the academic pursuit and healthy personal development of all persons. Working closely with offices and units across the University, she is responsible for overseeing the Clery Act, Violence Against Women Act (VAWA), and Title IX of the Education Amendments of 1972 for the University. Her responsibilities also include compliance of other laws and rules relating to sexual harassment, sexual misconduct, gender and interpersonal violence, sexual assault, and

related policy violations on campus as well as the Liberty University Nondiscrimination and Equal Opportunity Policy.

Mrs. Reich has been a primary and alternate negotiator in several of the higher education rulemaking packages that span a variety of important higher education issues. She has worked closely with key stakeholders on policy priorities, advocating for LU students and the institution on issues that impact the not-for-profit sector.

Mrs. Reich holds three degrees from Liberty University. In addition to a Bachelor of Science degree in Religion, she earned a Master of Arts degree in Management and Leadership and an Education Specialist degree in Higher Education Administration.

Active in her profession, Mrs. Reich has been involved in many state and regional financial aid organizations, such as the National Association of Student Financial Aid Administrators (NASFAA), the Virginia Association of Student Financial Aid Administrator (VASFAA), and the Southern Association of Student Financial Aid Administrator (SASFAA). She has held many volunteer roles in those organizations, including President of VASFAA. She enjoys writing and has been published in many articles for the national magazine, *Smart Women*, *Smart Money*.



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This job description is designed to provide candidates with a basic understanding of the essential functions, duties, and responsibilities entailed in the performance of his or her job with Liberty University (LU). It is not intended to be all-inclusive.

Liberty University does not engage in unlawful discrimination or harassment because of race, color, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability, or military veteran status in its educational programs and activities. Liberty University maintains its Christian mission and reserves its right to discriminate on the basis of religion to the extent that applicable law respects its right to act in furtherance of its religious objectives.



Lynchburg, Virginia

Lynchburg, Virginia, has a population of over 80,000, with the metropolitan area tallying more than 228,000 residents. Situated on the banks of the James River, Lynchburg has a vibrant central city that fosters a strong sense of community and offers outstanding cultural venues, performing arts, and recreational opportunities. Locally owned stores, casual and fine dining restaurants, art galleries, theatre, and special events mean something is always happening

downtown. Lynchburg has one of the top school systems in the state.

Outdoor recreational opportunities include hiking, camping, biking, fishing, boating, rowing, rock climbing, and more. Eight miles of hiking and biking trails, including portions through downtown, run through the city's Blackwater Creek Natural Area.

Lynchburg is at the crossroads of U.S. highways 29 and 460 and has transportation facilities by bus, railway, and air. Nearby cities include Roanoke, Virginia, Greensboro, North Carolina, and Washington, D.C.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.



Applications

- 1) **Candidates must be committed** to the evangelical standards and mission of Liberty University.
- 2) **Application packet must include:**
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current résumé
 - c) Four references with full contact and e-mail information, including at least two professional and one pastoral (or small group leader, etc.) (*References will not be contacted without applicant's consent.*)
- 3) **Submit application packet to Liberty-ExecDirTitleIX@myersmcrac.com** (preferably as PDFs). Applications will be reviewed upon receipt. **If interested in this position, you are encouraged to submit an application packet as soon as possible.** Interviews will be held on a rolling timeline. Applications will be accepted until the position is filled. Additional information will be requested upon receipt of application.

Nominations

Submit nominations to Liberty-ExecDirTitleIX-nominate@myersmcrac.com with complete contact and e-mail information for the individual being nominated.

Consultants

Jennifer Barfield, Senior Vice President, and **Emily Parker Myers**, CEO, of **Myers McRae Executive Search and Consulting**, are conducting this search, with **Jessica Thompson**, Assistant Vice President and Executive Search Coordinator, assisting. **To schedule a private conversation, e-mail your request to JessicaThompson@myersmcrac.com or EmilyMyers@MyersMcRae.com.**