

NOTICE OF VACANCY

Position Title: Compliance Director/Title IX Coordinator

SALARY: \$60,000 - \$75,000 annually; Dependent upon experience

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: June 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, Title IV and regulatory risk management. They provide strategic oversight and operational leadership for compliance with federal and state laws. They also serve as the University's designated 504 Compliance Officer. The Director supports institutional compliance related to consumer information requirements, the Violence Against Women Act (VAWA), and minors on campus. This position plays a critical role in promoting a culture of compliance, accountability, and equity while ensuring institutional adherence to regulatory requirements and best practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following essential duties and responsibilities are some of but not all the expected duties and responsibilities of the position.

Institutional Compliance & Risk Management

- This position is responsible for developing, implementing, and maintaining a comprehensive institutional compliance calendar that tracks all regulatory requirements, reporting deadlines, training cycles, and policy review obligations.
- The Compliance Director & Title IX Coordinator coordinates compliance responsibilities across departments.

Civil Rights Compliance & Institutional Equity & Title IV

- Oversee compliance with applicable Title IV and civil rights laws, including:
 - Title IV (Higher Education Act)
 - Title IX (sex discrimination and harassment)
 - Title VI (race, color, national origin)
 - Title VII (employment discrimination)
 - ADA and Section 504 (disability access)

- Oversee investigations related to discrimination, harassment, and retaliation.
- Serve as the University's official Title IX Coordinator and work with campus Title IX team.

Training, Education, & Prevention

- Collaborate with departments in charge of various education and training programs and/or design, or deliver campus-wide training programs for faculty, staff and students.
- Ensure compliance with mandatory training requirements (e.g., Title IX, harassment prevention, GLBA security awareness training, etc.).

Policy Development & Administration

- Review, revise, and assist in the development of institutional policies as needed to ensure alignment with federal and state regulations.

Audit, Reporting & External Compliance

- Coordinate institutional responses to federal and state audits as directed by the VP of Business and Finance.
- Serve as the University liaison to external agencies related to compliance matters as needed.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree.
- Minimum of 3 years of experience in a related field.
- Understanding one or more of the following: federal civil rights laws, Title IX, Title IV, VAWA, FERPA, or ADA.
- Ability to conduct and oversee 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 5+ years of equivalent experience in education, higher education, compliance, or institutional equity.
- ATIXA, NASFAA Credentials in related areas, or similar professional certifications.
- Experience with institutional audits and compliance programs.
- Experience with compliance systems and training platforms.

SKILLS & ABILITIES:

- Ability to conduct prompt, thorough, and impartial investigations.
- Ability to manage multiple priorities, deadlines, and compliance obligations simultaneously.
- Excellent written and verbal communication skills.

- Ability to identify compliance risks and develop proactive strategies to mitigate risk with stakeholders.
- High level of integrity and professional judgment.

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.