



HOBART AND WILLIAM SMITH  
COLLEGES

## POSITION DESCRIPTION

**POSITION TITLE:** Title IX Support and Outreach (2025-2026)  
**LOCATION:** Geneva, NY

### POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

The Office of Equal Opportunity and Title IX Programs & Services provides educational programming and activities to ensure that students and employees understand HWS policies, their rights and responsibilities, and the topics and issues related to maintaining an education and employment environment free of harassment and discrimination (as identified in HWS' Title IX, Harassment and Discrimination Policy). Reporting to the Equal Opportunity and Title IX Coordinator, the Graduate Assistant is responsible for performing day-to-day responsibilities associated with disclosures, and training. This position is newly created and, as such, won't adhere to the timeline posted on the MHEL website. Interested candidates should apply via the Interfolio link and for admission to the MHEL program simultaneously.

### Essential Responsibilities:

- Inform parties, witnesses, and advisors and witnesses of full processes and relevant college policies and provide consultations to individuals about reporting options, processes, rights, and resources.
- Assist in the implementation of supportive measures for students and coordinate with colleagues across campus to implement supportive measures.
- Assist the Equal Opportunity and Title IX Coordinator in the management of the informal and formal resolution process, including coordinating with investigators and adjudicators to ensure policy timelines are followed.



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- Assist in case management, including case file organization, case correspondence, data tracking, and reports and ensure compliance with policy requirements and time frames outlined or expressed in applicable regulations and policies.
- Respond to workshop and training requests from campus partners.
- Compile annual reports for the Title IX Office and Campus Life covering the prevention and education activities, feedback, accomplishments, and challenges. Perform yearly evaluation on program effectiveness.
- Assist in the development and coordination of all sexual misconduct education for incoming students, including information distribution and web-based education efforts.
- Create educational publications (print, web based, social media, etc.) and educational marketing campaigns; assist with updating and maintaining webpage content.
- Responsible for HWS Title IX NCAA attestations, including working with the HWS Athletics Department and incoming students' school officials to ensure full compliance with NCAA requirements.

### Other Information:

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

### Qualifications:

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

### Terms of Employment:

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2025, and ends May 31, 2026



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All Graduate Assistantships must be accepted into the Master of Arts in Higher Education Leadership at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)