**Title IX Coordinator Role Responsibilities**

Role responsibilities include, but are not limited to:

* Having knowledge of requirements and compliance with Title IX regulations
* Investigating and ensuring timely resolution of reports of sex discrimination, harassment, violence, etc. (If Title IX Coordinator and Investigator are same person)
* Having authority to fulfil Title IX obligations
* Coordinating and monitoring outcomes/patterns for all sex discrimination, harassment/violence complaints

Suggested skills/attributes include:

* Strong organizational, interpersonal, writing, and speaking skills
* the ability to work independently in a time-sensitive environment
* demonstrated ability to work with individuals of all backgrounds