



An invitation to apply for the position of:

Director of Title IX and Civil Rights Compliance

Hamilton College

Clinton, New York

THE SEARCH

Hamilton College (“Hamilton” or “the College”), a pre-eminent residential liberal arts college with 2,000 students located in Clinton, NY, seeks a collaborative, communicative, and assured change agent to be its next Director of Title IX and Civil Rights Compliance (“Director”). The College’s mission to prepare students for lives of meaning, purpose, and active citizenship is inextricably tied to its commitment to creating an environment free of harassment and discrimination. Reporting to the inaugural Vice President for Diversity, Equity, and Inclusion, the Director will serve as an active and community-facing connector across the multiple dimensions of Title IX and civil rights education, policy, procedure, and support. The impact of this Director’s leadership has the potential to be transformational to the Hamilton student, faculty, and staff experience.

Hamilton’s strategic choices have propelled it into the first rank of liberal arts colleges, forging a distinctive and vibrant identity. The College takes seriously its motto, [“Know Thyself.”](#) It offers students what few places do: the rare opportunity to become the architects of their intellectual and personal development through an [open curriculum](#). Hamilton asks students to ally their passion with their curiosity and to make learning and creative invention a lifelong pursuit.

Hamilton is embarking on a new chapter. [President Steven Tepper](#), a national leader in cultural policy and widely recognized for leading the largest comprehensive design and arts college in America, was recently appointed on July 1, 2024. [Dr. Sean Bennett](#) joined the College as its first Vice President for Diversity, Equity, and Inclusion in August 2022. Established in 2022, the new Division of Diversity, Equity, and Inclusion is home to the Office of Title IX and Civil Rights Compliance, which responds to Title IX complaints

and ADA concerns, enhances affirmative action and equal opportunity hiring practices, and works to sustain Hamilton's non-discrimination and anti-harassment processes collaboratively. The Director will lead the office through the lens of change management, with the vision of the office's future, and give shape to it by implementing a creative outreach and community-based strategy that leverages a campus-wide support network. The Director will convene and activate campus partners to amplify education on compliance services, procedures, and supportive measures. The Director will help a broader cross-section of the campus shift perspective and culture regarding Title IX and civil rights compliance toward one that embraces the safety net this office and its partners have built to nurture academic achievement in lives with meaning, purpose, and active citizenship.

Rooted in approachability and respect for all complainants and respondents, the successful candidate will have Title IX and civil rights legal expertise and communications skills essential to building trust in a tight-knit community of students, faculty, and staff. While remaining neutral and calm, the Director will have experience in crisis management and navigating difficult conversations with a caring, trauma-informed approach and practical mind that understands the structure of higher education and shared governance. This is a visible campus advisor who listens with empathy, forms a humanistic level of connection, and makes accurately informed recommendations that leave a positive impression on the majority of those they encounter.

Hamilton College has retained Isaacson, Miller, a national executive search firm, to assist in the recruitment of the new vice president. Inquiries, nominations, and applications, which will remain confidential, should be directed to the search firm, as indicated at the end of the document.

ESSENTIAL FACTS ABOUT HAMILTON

Originally founded in 1793 as the Hamilton-Oneida Academy, Hamilton College received its charter from the regents of the State University of New York in 1812. In the late 19th and early 20th centuries, the College built a classic and beautiful campus that endures to this day. For its first 150 years, the College remained small and all-male, with a powerful teaching tradition and an emphasis on written and oral communication.

Starting in the late 1960s, Hamilton took a series of bold steps that forged its modern identity. In 1968, all-male Hamilton created Kirkland College, an independent women's college adjacent to Hamilton's existing campus. Kirkland complemented Hamilton: its curriculum was more experimental; its buildings were modern; its emphasis was on the fine and performing arts; and it stressed creativity, self-direction, and interdisciplinary learning. Kirkland struggled financially and, in the increasingly coeducational world at the time, the trustees of both colleges united the two in 1978. The merger took time and generated conflict, but the cultural fusion molded Hamilton's identity. Hamilton today retains its teaching commitment and a distinctive culture that blends the traditions of both institutions. Over the years, Hamilton has continued to evolve through an enhanced physical plant, updated curriculum, and renewed emphasis on integrating experiential learning to create a transformational educational experience for students.

Location

Hamilton sits on a hill overlooking [the village of Clinton, New York](#). The campus consists of the original Hamilton campus and the Kirkland campus built in the mid and late 1960s. The former comprises architecturally consistent stone and brick buildings laid out in classical terms. The original Kirkland campus is composed of 1960s-era architecture, while the newer buildings have accessible, open spaces and glass and steel exteriors.

In the last 15 years, primarily funded by alums and parent donors, the College has invested about \$340 million in new construction, renovations, and landscaping improvements. The campus has grown from 1.5 million to over 2 million square feet across 1,350 acres. Academic space has been dramatically expanded and upgraded with technology, art, and scientific equipment. Each new structure has been carefully sited and designed to conform to the existing architecture and avoid overwhelming the campus's historic charm.

The Community

The College has created an appealing identity. It is one of the most selective institutions in the country, with an acceptance rate steadily shifting from 30% in 2009 to 26% in 2016 to 11.8% for the Class of 2026. The yield has similarly improved from 35% to 41%.

Access is equally essential to Hamilton as the quality of the student body. In 2007, Hamilton made a principled decision and eliminated merit scholarships. Three years later, still in the wake of the Great Recession but with extraordinary trustee support, Hamilton went need-blind in its admission decisions. Since that turning point, the College has attracted classes of unprecedented academic ability and talent, seen record applications, increased diversity of all kinds, and improved its retention (95.1%) and six-year graduation rates (92.3%).

The high caliber of Hamilton's student body has also been recognized externally. Hamilton students have earned highly prestigious awards in recent years, including Marshall, Truman, Watson, and Fulbright fellowships. For 19 consecutive years, Hamilton has been named a top-producing institution in the Fulbright U.S. Student Program.

Over the years, Hamilton has increasingly diversified its student body. Thirty-four percent of Hamilton students are U.S. students of color or international students, up from 22% in 2008-09. For the Class of 2026, 37% are U.S. students of color or international students. Fifty percent of Hamilton students receive financial aid, with the number of Pell-eligible and first-generation students increasing steadily. At the same time and for the same purpose, Hamilton has moved to diversify its faculty. Hamilton faculty members who identify as people of color represented 21% of the faculty in 2020, up from 17% a decade earlier. The percentage of women on Hamilton's faculty has grown steadily from 44% in 2010 to 51% in 2021. Since 2013, every department hiring a faculty member has appointed a trained "diversity advocate" to its search committee.

These Hamilton commitments have helped the College attract and retain excellent leaders, faculty, and staff who want to be at an institution that admits and supports the best students. With 198 dedicated faculty, Hamilton ranks among the top institutions for student-to-faculty ratio at 9-to-1, lowered from 10-to-1 20 years ago. Twenty-eight percent of classes have nine or fewer students, and 72% have 19 or fewer, reflecting Hamilton's efforts to respond to student initiative and intensive teaching. Students and alumni speak with deep and genuine affection for Hamilton, particularly their close, meaningful relationships and collaborations with academic advisors and faculty members.

Hamilton's exceptional faculty members are a community of accomplished and ambitious scholar-teachers foundational to its success. They are committed to all aspects of student life, share their research with students, and are available to students in and out of the classroom. The constant improvement in Hamilton's identity and appeal directly results from its faculty's commitment to and engagement with students.

The most significant component of Hamilton's recently completed and most ambitious fundraising campaign, [*Because Hamilton*](#), was allocated to financial aid endowment to ensure that Hamilton sustains its promise of financial assistance. Over \$127M of the campaign's \$411M total was for endowed student scholarships. The College's overall endowment, currently \$1.3 billion, up from \$540 million at the start of FY10, is often listed among the top 125 of all 3,200 non-profit colleges and universities in the United States. Hamilton's endowment per student places it even higher.

Leadership

Steven Tepper assumed the Hamilton presidency on July 1, 2024, after serving ten years as dean and director of the Herberger Institute for Design and the Arts at Arizona State University. A sociologist, Tepper is a leading writer and speaker on higher education and U.S. cultural policy. His work has fostered national discussions about cultural engagement, creative work and careers, art and democracy, and the transformative possibilities of a 21st-century creative campus.

Before joining Arizona State, Tepper was on the faculty at Vanderbilt University, where he was a key architect of the Curb Center for Art, Enterprise, and Public Policy, a national think tank for cultural policy and creativity. He also worked as deputy director and lecturer of sociology and public policy at the Center for Arts and Cultural Policy Studies at Princeton University.

Tepper holds a bachelor's degree from the University of North Carolina at Chapel Hill, a master's degree in public policy from Harvard University's John F. Kennedy School of Government, and a doctorate in sociology from Princeton University.

Sean Bennett has served as Hamilton's first Vice President for Diversity, Equity, and Inclusion since August 16, 2022. He previously served in a similar role at Salem State University in Massachusetts.

As a direct report to the President and member of Hamilton's senior staff, Bennett provides leadership for constructive and collaborative change, guides and educates campus stakeholders, and champions transparency and shared accountability for diversity, equity, and inclusion (DEI) initiatives at all college levels. This new cabinet-level position was established to develop and deepen meaningful partnerships with community members across the College and in the community and to facilitate the revision and implementation of a comprehensive strategic vision for DEI campus-wide.

Before he was appointed vice president at Salem State University, Bennett served ten years as an assistant dean and three years as director of the Multicultural Center for Academic Success at Rochester Institute of Technology (RIT). Before RIT, Bennett was associate vice president for institutional diversity initiatives and pipeline programs at Clarkson University.

Bennett earned an Ed.D. in higher education management at the University of Pennsylvania; an Ed.M. in administration, planning, and social policy at Harvard University; an M.S.Ed. at SUNY Brockport; and a BS in electrical engineering at Clarkson University.

THE OFFICE OF TITLE IX AND CIVIL RIGHTS COMPLIANCE

Under a newly developed structure, the Title IX Office is in the Division of Diversity, Equity, and Inclusion (DEI), formerly in Student Affairs. The office has also been expanded beyond Title IX to include nondiscrimination, retaliation, and accessibility compliance with the principal responsibility of overseeing the College's Harassment and Discrimination Policy, Sex-Based Discrimination Policy, and Harassment and Sexual Misconduct Policy and Procedure.

THE ROLE OF THE DIRECTOR

Hamilton's Director for Title IX and Civil Rights Compliance is pivotal in the Division of DEI and across the College. Reporting to the Vice President for DEI, the Director oversees Hamilton's compliance with New York State and Federal laws that touch upon Title IX, the Violence Against Women Act (VAWA), the Clery Act, and NYS laws (Articles 129A,129B). To address these laws, the Director is expected to sustain partnerships with representatives of [human resources](#), [student life](#), [academic affairs](#), external legal counsel, [campus safety](#), [athletics](#), [counseling center](#), and [health center](#) to update policies and improve procedures and support in response to incidents and concerns. The Director will coordinate the activities of the faculty and staff on the [Harassment and Sex-Based Discrimination Board](#) (HSDB) to determine whether a policy was violated. Direct reports to this position include the Assistant Director for Equity Education and the Assistant Director of Accessibility and Civil Rights Compliance. Those providing additional support to the office include the Assistant Dean of Accessibility in the [Accessibility Office](#) and the Campus Investigator and Compliance Officer in the [Division of Student Life](#).

OPPORTUNITIES AND CHALLENGES

Building upon the momentum toward cultural change, the Director will address the following challenges and strive to use them as opportunities along the College's journey to be an environment free of harassment and discrimination:

Successfully implement a strategic approach that shifts campus culture.

This leader is a member of Hamilton's culture change leadership team, who will use their expertise and critical thinking skills to develop and execute an exciting vision for the office, accompanied by a strategic plan aimed at freeing the campus from harassment and discrimination. The Director will build upon the positive progress made, establish communication strategies, and conduct campus-wide outreach that clearly articulates available resources while providing relevant information regarding processes and protocols in a creative, accessible, and engaging format. They have primary responsibility for the implementation, administration, and monitoring of the College's response to and investigation of alleged violations of a variety of federal and state laws and execution of equitable formal and informal resolution procedures under regulatory requirements and College policy. This includes the preparation and dissemination of relevant institutional reports. The Director will lead the development and high-quality application of Hamilton's policies and procedures that reflect input from the broader campus community.

Collaborate with campus partners to provide robust support for all.

The Director, in conjunction with their staff, will constructively collaborate with other offices and constituencies on campus on a regular basis to develop and deliver a holistic, aligned array of resources to the broader campus community. To be successful, the Director will gracefully navigate the ambiguity of roles and optimize overlapping responsibilities throughout the College to provide more robust, wrap-around services to students, faculty, and staff. The Director will be a trusted partner, an effective communicator, and a knowledgeable colleague who can effectively engage with various stakeholders and advise on Title IX, civil rights, nondiscrimination, and accessibility matters. This individual will work with key partners within the offices of human resources, student affairs, academic affairs, external legal counsel, campus safety, athletics, counseling center, and health center to develop and implement training and preventative education tailored to the needs of specific groups on campus within the student, faculty, and staff communities.

Execute best practices in education and training for students, faculty, and staff.

The Director will be able to develop, promote, and execute a strategic vision for the Title IX office, resulting in increased awareness, education, and resource utilization. Prior experience using attractive tactics to proactively train a college-aged population, building peer-driven programs, and meeting a high standard of consistency and integrity that increases credibility and confidence in harassment and discrimination compliance operations will be an activated and valued skill set. The ideal candidate will have previous experience using best practices and innovative and data-driven approaches to effectively and strategically

communicate, capitalize on opportunities for training and education, and analyze results to improve processes in close collaboration with key campus partners. This will also require being skilled at translating and communicating data to the campus community in an efficient manner when necessary.

Serve as a visible and approachable advisor in times of crisis and complexity.

Hamilton is a small, diverse, and highly engaged campus that is not immune to moments of crisis and difficulty. Whether an event is big or small, the Director must be prepared for its potentially significant impact on this closely intertwined community. Thoughtfully listening to and forming meaningful connections with all those who seek their counsel will be essential in managing expectations in a crisis. In addition to supporting complainants and respondents, the Director will often be called upon to assist fellow leadership in responding to challenging situations and remaining knowledgeable of trends and potential changes in laws to address concerns proactively. To prioritize transparency and consistency, the Director will partner with the Vice President of Communication and Marketing on campus-wide and external messaging as appropriate. An ideal candidate will have experience organizing the multiple components of a complicated situation and crafting campus-wide responses as well as the leadership capability to remain neutral and levelheaded when faced with challenging situations. The Director will boldly exercise their expertise and influence in a visible manner campus-wide.

Advocate for resources.

As the face of Title IX and civil rights compliance on campus, the Director will leverage their influence and deep cross-campus, multidisciplinary relationships to advocate for resources on campus and in the surrounding community that will prevent incidents of harassment and discrimination and further expand and fortify the safety net of support offered to students, faculty, and staff. Hamilton is committed to excellence and meeting the dynamic needs of the community. The Director will be expected to present evidence-based recommendations for educational, policy, and process improvements along with the tools required to be successful with an openness to increased resources and personnel needs.

KEY FUNCTIONS AND EXPECTATIONS

- Provide leadership to the division's Administrative Assistant, Assistant Director for Equity Education, and Assistant Director for Civil Rights Compliance while supporting the efforts of the Assistant Dean of Accessibility.
- Coordinate emergency response to incidents of sexual violence, bias, and harassment in collaboration with campus safety and members of the student affairs emergency response team.
- Responsible for the oversight and coordination of investigations, responses, and resolutions of complaints relating to reports of sexual harassment, sexual assault, bias, and other related policy violations.
- Ensure that complaints are resolved promptly and appropriately.
- Provide advisement to faculty and staff on discrimination and harassment concerns.
- Coordinate annual Title IX employee training and onboarding for new employees.

- Serve as the College's designated Title IX Survey Administrator.
- Work closely with university counsel and senior leadership when emergency reports or alerts are required.
- Develop the Clery Compliance policy and required programs and activities.
- Ensure the College's continued compliance and reporting requirements are met.
- Train Campus Security Authorities and other stakeholders on Clery Act requirements.
- Serve as the Records Custodian for all Clery Act records.
- Submit annual crime statistics to the Department of Education as requested.
- Coordinate partnerships to survey climate, collect data, and analyze results.
- Recruit, train, and oversee peer educators involved with safe zone training.
- Provide training and technical assistance on school policies related to sex discrimination and develop/sponsor programs/trainings on issues related to Title IX.
- Review and track Title IX complaints and assign them for investigation.
- Assess the effects of office activities on campus climate.
- Organize and transmit annual reports as required.

CHARACTERISTICS AND QUALIFICATIONS

The successful candidate must have a master's degree at minimum and three (3) or more years of experience working with issues of Title IX, discrimination, harassment, or other civil rights positions. Candidates possessing experience as a J.D. or an alternative terminal degree are preferred.

While no one individual will embody all qualifications in equal measure, the successful candidate will bring many of the following experiences, personal virtues, and values:

- Proficient knowledge of and experience serving in a role(s) within the Title IX/discrimination/harassment resolution process as a Title IX Coordinator, EEO/AA coordinator, investigator, decision-maker, or similar role.
- Ability to read and interpret complex legal documents (e.g., case law, federal/state statutes, regulations, guidance documents, etc.) to evaluate their impact on policy, procedures, and practices.
- Strong understanding of working with confidential and highly sensitive information and maintaining confidentiality in compliance with university policies, procedures, and federal and state laws/regulations.
- Must be able to work efficiently in a time-sensitive environment and exercise independent judgment in developing, implementing, and evaluating policies, procedures, training, and initiatives related to sexual misconduct, discrimination, harassment, and retaliation prevention, response, and resolution.
- The individual should also possess an equity mindset and have a high level of competence around topics including but not limited to sexual orientation, gender identity, disability, and religious identity.

- Demonstrated emotional intelligence, including empathy and compassion, for all parties involved and understanding of the impacts of trauma in Title IX, civil rights, and nondiscrimination matters.
- Proven ability to provide thought leadership to transform and enhance institutional approaches to compliance with federal and state regulations.
- Approachable, optimistic, intellectually curious, with personal warmth, generosity of spirit, a can-do attitude, strong resilience, and a good sense of humor.
- Excellent listening skills; capacity to probe to understand issues and willingness to tackle questions larger and more contextual than are immediately presented.
- High degree of energy, initiative, and organization; ability to work flexibly and effectively across campus divisions.
- Keen interpersonal skills, cultural awareness, and sensitivity to interact, collaborate, establish rapport, and maintain productive working relationships with students, faculty, staff from diverse populations, and external stakeholders.
- A strong communicator, including written, oral, and interpersonal communication, who can transparently convey compliance policy to internal and external groups.
- Demonstrated leadership abilities, including the proven ability to engage in strategic thinking, critical analysis, and conflict resolution.
- Embraces change and provides consistent leadership to all team members.
- Proactively searches for solutions to challenges within the department; strives to offer creative solutions; and implements or partners with other team members to implement those solutions.
- Professional demeanor that engenders confidence and demonstrates credibility.

TO APPLY

Hamilton has engaged Isaacson, Miller, a national executive search firm, to assist with this search. Inquiries, nominations, and applications should be directed electronically and in confidence to:

Rebecca Kennedy (she/her), Partner
Tiffany Weber (she/her), Managing Associate
Kira Hamilton (they/them), Senior Search Coordinator
Isaacson, Miller
[Apply online](#)

Hamilton College is an Affirmative Action, Equal Opportunity employer and is committed to creating an accessible, supportive environment and an educational experience that recognizes diversity in all of its forms and a wide array of cultural experiences as integral components of academic excellence. Candidates who can contribute to those goals are encouraged to apply and to identify their strengths in these areas.