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**JOB POSTING
OFFICE OF HUMAN RESOURCES
March 11, 2026**

POSITION: Campus Standards and Student Engagement Manager

DEPARTMENT: Center for Student Support

DIVISION: Enrollment Management and Student Affairs

HOURS: Full-Time, Exempt, Monday – Friday; 8:30 a.m. - 4:30 p.m.; occasional evenings and weekends

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Salary information: \$70,000 to \$76,000

GENERAL DESCRIPTION: The Campus Standards and Student Engagement Manager is a team member within The Center for Student Support. Reporting to the Executive Director of the Center for Student Support, this position is responsible for leading the management and compliance requirements of Clery, VAWA, Title VI, Hate Crimes, Anti-Hazing, and serves as the Title IX and Title VI Coordinator. This includes but may not be limited to reporting and campus awareness programming. This position is responsible for developing innovative campus services and activities that support students in identifying and pursuing their professional goals. The role oversees the College's clubs and organizations, which provide professional development opportunities and promote student engagement and participation in these activities.

SPECIFIC RESPONSIBILITIES:

1. Clery Act Compliance as it relates to campus awareness programming, management of the Annual Safety & Fire Report (ASR) to include reporting annually on the federal database, outreach to local law for reportable offenses that may fall within Clery geography and keeping accurate tracking of reportable statistics.
2. Collaborative approach with various offices across campus to develop reporting procedures and expectations.
3. Conduct or lead prompt and thorough investigations into allegations of sexual harassment, sexual assault, relationship violence, sex and gender-based discrimination, and other Title IX and discriminatory harassment in accordance with Northeast College's policies and scope of procedures.
4. Conduct or lead prompt and thorough investigations into allegations of Hazing, Hate Crime and/or Title VI, in accordance with Northeast College's policies and scope of procedures.
5. Serve as decision maker, as may be needed, and in accordance with the compliance requirements that matter falls within.

6. Collect, maintain, and review evidence, including documents, emails, witness statements, and other relevant information to determine the credibility of allegations and the facts surrounding a reported incident.
7. Ensure compliance with Title IX regulations and other applicable laws (Title VI, Title VII, ADA, Clery Act, VAWA, NYSED 129A&B), and institutional policies and procedures throughout the investigation process.
8. Maintain confidentiality outside of need-to-know groups.
9. Serve as the College's designated "Campus Safety Survey Administrator" as defined by the U.S. Department of Education and submit annual crime and fire statistics to the Department as required.
10. Maintain and publish annual reports as may be required by 129A and 129B NYS legislation for compliance.
11. Collaborate with various offices (e.g., Campus Safety, Judicial, Human Resources) to ensure proper classification of incident reports and preserve reporting information.
12. Facilitate regular meeting and learning opportunities with Title IX, Title VI, and other working groups relative to federal and state requirements.
13. Maintain and create relationships with community partners as may be relevant to role.
14. Execute and oversee Title IX campus climate survey requirements.
15. Maintain record keeping in accordance with record keeping requirements.
16. Create and deliver relevant programs for campus awareness through developing media, and hosting in-person events.
17. Contribute to the development and regular review of student conduct and Title IX processes, ensuring alignment with best practices and legal requirements.
18. Coordinates activities and professional development opportunities (stand-alone and through clubs/organizations) offerings with other members of the Center for Student Support Office.
19. Coordinates the student membership opportunities in professional organizations such as, but not limited to, the Student American Chiropractic Association or Canadian Student Chiropractic Association.
20. Oversees student clubs and class groups and works directly with club and class group faculty advisors, to include assisting with club sharepoint pages, working with ATE to regularly updated club D2L pages, overseeing group budgets, deposits, processing reimbursement requests, and providing regular account updates to student leaders/advisors.
21. Supports scheduling for club and class group hosted events, including the coordination and oversight of the approval process for requesting guest speakers - both internal and external.
22. Manage student fundraising and as needed, attendance at annual conferences and workshops.
23. Plan and provide in-person and virtual activities and services at outpatient health centers and to online students.
24. Promotes office services and increases visibility of department through the integration of technology, events, communication with health centers, classroom presentations, and participation in college-wide events.
25. Responsible for managing and sending "Broadcast" emails relative to campus activities, events, and opportunities.
26. Assists in supervising all aspects of daily activities of work-study students.
27. Serve on institutional committees as may be required.
28. Other duties may be assigned.

Methods of Accountability:

1. Verbal and written communications with the Executive Director of The Center for Student Support.
2. Verbal and written feedback from faculty, staff, and students, as well as other College stakeholders.
3. Annual performance evaluation by Executive Director of The Center for Student Support with input from stakeholders.

Qualifications:

Bachelor's degree required, Master's preferred and experience working with requirements of compliance as they relate to 129A & 129B, Clery, Anti-Hazing, Hate Crimes, Title VI, Title IX, VAWA in a K-12, higher education, or related field preferred. Knowledge of systems for maintaining and tracking data is helpful. Ability to work independently as well as in a group. Must be detail-oriented, have good time management with time sensitive responses, able to maintain confidentiality as needed, and to work in a fast-paced customer service office environment with individuals from a variety of backgrounds including individuals who may be experiencing trauma. Excellent interpersonal and organizational skills necessary. Some nights and weekends as needed.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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