



Hagerstown Community College

Title IX Sexual Harassment Grievance Process Advisor Position Description

Process Advisor (hereby referred to as "Advisor") means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any. The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available. HCC is building a roster of trained Advisors able to work with Complainants and Respondents. Advisors appointed by HCC will not be asked to disclose details of their interactions with their advisees to HCC officials.

Responsibilities

- Attend annual Advisor training facilitated by HCC's Title IX Coordinator for Students
- Know and follow HCC's Title IX Sexual Harassment Guidelines & Grievance Process expectations
- Help the party prepare for each meeting and advise ethically, with integrity, and in good faith
- Assist the party in identifying witnesses to suggest and information to submit during an investigation
- Accompany the party to all meetings and interviews at which the party is entitled to be present as requested by the party, including intake, interviews, and emergency removal show cause meetings
- Assist in the preparation and review of written statements, investigation reports, appeal documents, etc.
- Help the party prepare questions and prepare to be questioned
- Advise the party without disrupting proceedings
- Consult with the party, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview or request a break to have a longer private consultation if necessary
- Conduct cross-examination of hearing participants, as applicable, on behalf of the party
- Maintain the privacy of any information and records shared with Advisors
- Sign a Non-Disclosure Agreement (NDA) regarding their role and information received from the institution

Time Commitment

- The Dean of Students Office attempts to schedule as many hearings as possible between 8:30am and 4:30pm Monday through Friday. However, it occasionally needs to schedule hearings at other times.
- Annual in-person and online training is required for all Advisors. Two-hours is anticipated.

Assignment & Scheduling

- Advisors will be notified when a Title IX report or complaint is likely to turn into a case to determine their availability to serve as a potential advisor for the case.

Compensation

- Title IX Advisors do not receive additional compensation; only exempt staff qualify. Hagerstown Community College appreciates the vital role of Advisors in the Title IX process and will work with supervisors to allow time needed during their regular work day to serve in this capacity.