

May 20, 2016

San Jose State University  
Human Resources  
One Washington Square  
San Jose, CA 95192

**Dear Title IX Officer Hiring Manager:**

This is my letter of interest regarding the Title IX Officer vacancy at San Jose State University, of which, I learned about through Indeed.com. I read the responsibilities and duties and noticed the link with my 10+ years in behavioral health, customer service, and higher education. With the increase in mental health and reported sexual assaults on college campuses along with ongoing state and federal regulations and mandates, I would be an asset to help your university redress, educate, and maintain compliance of such incidents.

My sound foundation in mental health and addictions and my experience as a higher education practitioner prepared me to know when to address, when to support and when to refer a concern. I have helped build the office through investigation, advocacy, conflict management, prevention education, facilitation and documentation. Currently as the Dean of Students Specialist and Deputy Title IX Coordinator, I assist with compliance efforts, investigations of sexual violence, discrimination cases and adjudication of student conduct cases. I also lead prevention efforts for outreach and assist with training. With recent staff transitions, I've had to train current Interim Dean and Title IX Coordinator and help to maintain continuity. Highlights of my specific Title IX experience consist of:

- Keeping the college abreast of emerging trends and best practices, Title IX, VAWA, Clery intersections and additional requirements of IL preventing sexual assault in higher education
- Accountable for helping Dean develop campus trainings and programming for 400+ employee and 8,000 students
- Safeguard that information, policies, procedures, investigations and remedies include survivor-centered approaches
- Track Title IX cases from intake to resolution being attentive of 60-day timeline
- Help minimize risk and monitor compliance while meeting the students' needs and balancing the interest of the College
- Certified Level I & II Title IX Civil Rights Investigator; investigation, findings, report writing

I believe in helping everyone, whether in crisis or distress, or seeking to exercise their right to due process. I also understand the importance of a fair and impartial response; be it, student conduct, academic misconduct, Title IX, or domestic violence. I am ready to help lead your campus Title IX efforts and I'm confident that I will lead with results. I welcome the opportunity to share more about my skills and expertise in an interview. I can be reached at 815.519.0411 or lmcghee2005@gmail.com.

Sincerely,

*LaShun McGhee*

LaShun McGhee