

686 Spencer Street  
Monterey, CA 93940

May 24, 2016

**VIA ELECTRONIC SUBMISSION**

San José State University  
One Washington Square  
San Jose, CA 95192

*Re: Title IX Officer Position*

Dear Selection Committee:

I am extremely interested in your consideration for the Title IX Officer position in the Office of Diversity at San José State University (SJSU). My compliance experience in higher education and employment law background make me a strong candidate for this position. I am a Cornell Law School graduate with sixteen years of combined experience as an employment attorney, law professor and, most recently, university Title IX Coordinator. Please see my electronically attached resume for additional details. I recently relocated to Monterey for my husband's job at the Naval Postgraduate School and am eager to return to work in higher education.

Please allow me to share how my background is well-suited for this position. I recently served as the Director of Equal Opportunity, Affirmative Action and Ethics Compliance for Northeastern Illinois University (NEIU), a state public university in Chicago. I was the University's Title IX Coordinator and Equal Opportunity Officer for all four campuses. I was entirely responsible for building a new Title IX program in full compliance with state and federal law and related university policies. I wrote and implemented six new policies (including sexual harassment and sexual assault), conducted all investigations, and communicated policy and procedure information to the university community. In particular, I worked closely with the Dean of Students on integrating Title IX compliance into the student code and with Campus Police on the yearly Clery Reports. Further, I was on several committees dedicated to fighting sex discrimination on campus. A crucial part of my job was building bridges to increase mandated reporting and instill trust in the Title IX office. I would dedicate these program-building skills to effectively manage SJSU's Title IX program, in accordance with the California State University's systemwide Executive Orders.

With respect to the training and consultation/investigation requirements of the Title IX Officer job, let me provide more details regarding my background. I appreciate that excellent training skills are key to the position. A significant part of my job at NEIU involved preparing and conducting educational and prevention trainings on sexual harassment and sexual misconduct to students, staff and faculty. I presented regularly with the Deputy Title IX Coordinator, who brought to the table significant expertise in domestic violence and stalking. Together, we created extensive resources and informational materials to post online and disseminate during presentations. I solely handled all investigations under Title IX. My cases involved a diverse array of complainants and respondents, and were resolved through formal or informal processes

under the policy. I worked with faculty, staff and Campus Police to ensure that interim measures were immediately implemented where needed. I completed every investigation in a timely manner, with appropriate findings and sanctions under the school policy and the law. While I served as Title IX Coordinator, NEIU never faced any Title IX complaints by the Department of Education's Office of Civil Rights. Notably, the complainants and respondents in my investigations seemed to feel they were treated respectfully and fairly, despite the outcome. Ultimately, that kind of faith in the system is an important hallmark of a well-run Title IX program.

Prior to my recent Title IX work, I was an employment attorney in Miami and Washington, D.C., during which I litigated sexual discrimination cases, handled EEOC matters, and provided trainings to clients' managers and workforces. I have also served as a government watchdog attorney and a clinical law school professor. The overriding theme in my career history has been my commitment to education and compliance. When I moved to Monterey, NEIU hired me as a Compliance Consultant to draft a new Sexual Misconduct policy and respond to comments elicited by the public notice posting of the new policy. I am currently completing this assignment.

My personal background also factors into why I am so interested in this position. Working at SJSU is especially attractive to me because of its tremendous student and workplace diversity. As a second generation Cuban-American, I am very proud of my Latina background and am acutely aware of the challenges facing underrepresented communities. Just like SJSU, NEIU is a Hispanic-Serving Institution and enjoys the distinction of being the most diverse university in the Midwest. My familiarity with and respect for diversity helped me effectively do my job at NEIU, as I believe it would at SJSU. In addition to my sensitivity to cultural competency, my fluency in Spanish would be an asset for this position. SJSU needs deeply committed administrators to ensure that the Title IX program protects all members of the university community from all walks of life. Ending sex discrimination must always be the goal. I would be honored to be part of that mission.

I am keenly aware of how important the Title IX program is to the California State University. I greatly appreciate your consideration for the Title IX Officer position at San José State University.

Sincerely yours,

Natalie Brouwer Potts