

Overview

The Investigations Unit (IU) is responsible for conducting investigations into allegations of potential University policy violations by employees that are referred from other University departments, including the Dean of the Faculty (DOF), Human Resources (HR), Institutional Equity and Diversity (IED), and Princeton Plasma Physics Laboratory (PPPL), along with all alleged Title IX violations as referred by the Title IX Coordinator. The centralized function of the IU promotes investigative best practices and the foundational principles of consistency, neutrality, fairness, and efficiency.

The University Investigator conducts investigations into allegations of violations of University policy and other relevant work for the IU on an as-needed basis as assigned by the Director of the Investigations Unit (DIU).

Upon being assigned an investigation, the University Investigator conducts prompt and thorough information gathering, which may include: interviewing parties, identifying and interviewing relevant witnesses, gathering and reviewing documentary and other evidence, and identifying other information that would be helpful in determining if any implicated University policy has been violated. The University Investigator remains neutral and objective throughout the investigation and provides detailed, unbiased information to the referring offices (including DOF, HR, IED, PPPL, and the Title IX office). The University Investigator reports to the DIU.

Responsibilities

Duties and Responsibilities

Act as lead investigator on investigations into alleged violations of University policy. For each case assigned, the University Investigator may be partnered with a co-investigator, may collaborate with other departments within the University during the investigation process, and will be expected to:

- Develop an investigation plan;
- Conduct party and witness interviews;
- Provide parties and witnesses with information about the investigatory process;
- Gather and review documentary and other evidence;
- Provide detailed written summaries of interviews and/or investigation reports as necessary;
- Keep accurate and thorough records and notes of investigatory processes and information gathered;
- Maintain neutrality throughout the investigation;

- Provide regular status and informational updates to the DIU;
- Refer individuals to resources and support, where appropriate.

Engage in continuous enhancement of IU educational resources, including education on investigative best practices, the IU policy inventory, and sample documents/templates, as well as other projects with the DIU as needed. Ensure knowledge related to Princeton's culture and norms, relevant laws, and University policies and procedures is current.

The University Investigator should be prepared to:

- Develop familiarity with the University's disciplinary and conduct-related policies, procedures, standards, and resources;
- Attend regular training sessions scheduled for the Investigations Unit and otherwise keep abreast of current developments related to investigative practices;
- Maintain familiarity with relevant laws and governance related to investigations;
- Meet regularly with the DIU and larger IU team to share feedback on processes, special challenges faced, and status of cases;
- Understand the culture of faculty, staff, students, and the larger University community and experience;
- Maintain regular on-campus presence;
- Perform other duties as assigned.

Qualifications

Essential Qualifications

- Bachelor's degree and a minimum of five years' related work experience;
- Strong interpersonal and communication skills, especially the ability to address highly sensitive, confidential, and emotionally fraught situations with tact and discretion;
- Ability to manage multiple, ongoing, and complex projects;
- Excellent judgment, discretion, personal maturity, and ability to maintain neutrality in challenging situations;
- Keen intellect, strong problem-solving skills, and an appreciation for detail and thoroughness;
- Superior writing and editing skills;
- Demonstrated commitment to serving a diverse population with cultural competence, diplomacy, and sensitivity;
- Ability and willingness to conduct investigative interviews in person, on or near campus.

Preferred Qualifications

- J.D. highly preferred.
- Experience in higher education and/or a residential campus setting.

- Knowledge of the complexities surrounding biased behavior, discrimination and harassment, and specifically sexual assault and sexual harassment cases.

Please provide a cover letter with your application.

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