

Position Title: Student Rights & Responsibilities: Associate Dean/Director of Student Rights & Responsibilities

Department: 3100 | Dean of Students

Responsibilities:

The Director of Student Rights and Responsibilities is responsible for the administration of the University's student conduct process under the supervision of the Dean of Students. The Director of Student Rights and Responsibilities provides training for University hearing officers, hearing boards, and Residential Life staff who administer the policies and procedures of the conduct system. The Director of Student Rights and Responsibilities offers alternative forms of dispute resolution, when appropriate, and acts as an advisor regarding complex legal and regulatory issues in higher education. The Director of Student Rights and Responsibilities assists in coordinating the University's response to emergency situations involving students and assures compliance with the Family Education Rights and Privacy Act (FERPA).

Specific Duties:

Serve as the chief disciplinary officer and direct overall operations of the student conduct system for undergraduate and graduate students for cases of academic and non-academic misconduct.

Advocate for student rights and due process in an educational and student development framed environment.

Review police reports and online incident reports as provided by the campus community.

Budget oversight for the area and supervise additional conduct officers, which include hiring, training, supervision, and evaluation.

Contribute to management and maintenance of the StarRez database.

Serve on the Students Of Concern Team to assist in reviewing cases of students at risk

Coordinate hearing board involvement with various campus constituencies.

Assist in the coordination of the Campus Crime Statistics Report (Clery).

Work in a team based environment with Associate Deans, Department Heads, and the Dean of Students on disciplinary issues involving students and student organizations.

Analyze information, evaluate results, and facilitate resolution of difficult challenges, including the ability to handle complex and sensitive issues.

Promote a commitment to diversity and success in working with diverse populations, both domestic and international, to support an inclusive campus environment.

Accommodate flexible hours, including evenings and weekends.

Commitment to promoting and enhancing diversity; and a genuine empathy and willingness to support students positively, thereby improving their potential for academic success and experience and/or training in forms of alternative dispute resolution in a university environment.

Utilize student development theory and practice in the student conduct process while implementing national best practices in student conduct.

Understand basic threat assessment protocols and interface with counseling resources, university police and other campus resources.

Other duties as assigned.

Qualifications:

Master's degree from an accredited college or university in Higher Education Student Affairs, Higher Education Administration, Education, Counseling or related field of study.

Five years of professional experience in positions with progressive responsibility in a college or university setting. Three of those years should include professional experience in a student conduct office.

Experience hiring, evaluating, supervising and training staff.

A commitment to excellence, innovation, and ethical standards while fulfilling stated student learning outcomes.

Proven effectiveness in relationship building with a diverse population in the campus community; including professional staff, students, faculty, parents and law enforcement.

An operational understanding of excellence in office management, office record security, and organizational efficiency.

Excellent written and verbal communication skills.

Functional in PC and/or Mac computer and mobile devices as well as Microsoft Office applications; experience with StarRez and Banner

Specific Skills and Competencies:

Knowledge and application of best practices in the student conduct field.

Experience working with the student disciplinary processes in a residence hall setting, including knowledge of laws and policies effecting student rights and privacy.

Experience in the preparation and maintenance of student records.

An understanding and practical implementation of marketing strategies to position all operational elements for success.

Experience in long term strategic planning.

Involvement in professional associations and other forms of professional development.

Strong public speaking skills

Job Ad# (req318)