



Job Title	Director, Student Conduct	Job Code	SD0616
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Student Conduct

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Student Conduct Professionals provide educational opportunities that foster individual growth, ethical development and personal accountability to students through a formal conduct system.

Job Summary

Responsible for administering and interpreting the Rules of Conduct and establishes appropriate procedures to implement the Student Conduct Review Process. Provides vision and leadership for the office.

Representative Duties

1.
 - Educates students on their rights and responsibilities as members of the UCF community
 - Resolves alleged violations of the Rules of Conduct through procedures outlined in the Golden Rule Student Handbook
 - Trains and serves in an advisor capacity to students, staff, and faculty involved in adjudicating student conduct cases and maintains accurate and confidential records for each case
 - Serves as the chief disciplinary officer and directs the overall operations of the student conduct system for students and organizations
 - Reviews and makes final determinations on all student conduct cases
 - Revises the Student Conduct Review Process as appropriate and publicizes the contents of the process
2.
 - Provides extensive training and ongoing monitoring of student/faculty/staff conduct boards
 - Contributes to the management and maintenance of the Maxient database
 - Serves on the university Case Management Team to assist in reviewing students of concern
 - Represents the Office of Student Conduct on the University Crisis Committee
 - Promotes a commitment to diversity and success in working with diverse constituencies to support an inclusive campus environment
 - Educates the entire university community about the rights and responsibilities of UCF students
 - Develops and maintains relationships and clear lines of communication with UCF Police Department, Housing and Residence Life, Fraternity and Sorority Life, Office of Student Involvement, and Academic Affairs and Victim Advocate Services
 - Develops the Office of Student Conduct assessment plan, collecting and analyzing data to enhance the process and report student behavioral trends
 - Implements any necessary programmatic and policy changes as a result of assessment data
 - Prepares and analyzes statistical and annual reports regarding student conduct data
 - Serves as a resource to department and other university staff, faculty and all other SDES staff members in dealing with disruptive students, other alleged violations of the Rules of Conduct. student record issues (FERPA), and due process rights
 - Monitors and stay abreast of legislative issues and bills affecting the office
3.
 - Maintains weekly contact with students, staff, faculty, parents/guardians, and UCF Police Department

- Supports the division on university-wide initiatives by serving on or chairing various committees
- Oversees the review and follow through of cases, including the maintenance of records
- Serves as an Advisor to the Golden Rule Review Committee
- Manages all confidential student conduct records at UCF and for interpreting the release of records in accordance with all relevant national and state laws
- Follows standard of ethics as provided by professional associations and UCF
- Promotes and marketsof the Rules of Conduct
- Provides oversight for the recruitment, hiring, training, and evaluation of all office staff personnel

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Master's Degree 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.