



Job Title	<u>Student Conduct Coordinator</u>	Job Code	<u>SD0614</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>15</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Student Conduct</u>

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

Adjudicates cases through the informal and formal hearing process. Provides supervision and professional guidance for a Graduate Assistant and serves as an informational resource regarding the student conduct process for faculty, staff, students, parents, and community members.

Representative Duties

1.
 - Conducts extensive investigations of disciplinary referrals
 - Reviews incidents reports submitted to the Office of Student Conduct
 - Conducts Preliminary Conference meetings with students to investigate the reported incident
 - Explains policy and procedures to students
 - Facilitates and educates students on the informal or formal hearing process
 - Completes of all administrative paperwork associated with each student conduct case
 - Lifts or places disciplinary holds
 - Communicates frequently with front desk/administrative staff regarding student cases
2.
 - Facilitates the Formal Hearing Process for students
 - Educates student on the formal hearing process
 - Provides continual training of conduct board members
 - Completes administrative work such as; sending formal hearing notices, witness requests, hearing determinations, etc.
 - Coordinates witnesses to participate in the formal hearing
 - Inspects and reviews evidence presented for use in the formal hearing
 - Serves as a resource to hearing officers regarding policy and procedure
 - Facilitates formal hearing and manage audio/video recordings
 - Inspects/reviews all sanctions submitted
3.
 - Supervises Graduate Assistants
 - Conducts one-on-one meetings on a biweekly
 - Reviews student cases to ensure accuracy and consistency in case management
 - Reviews administrative work completed
 - Distributes outcome letters created by the Graduate Assistants to the students
4.
 - Assists in the modification of presentation materials
 - Assists in the implementation of training by completing the following: reservation of training space, ordering refreshments, developing itinerary, etc.
 - Presents material during training

- Serves as a resource for conduct board members
- Assists in the scheduling of formal hearings for the upcoming semester
- Assists in the scheduling of continued education training throughout the academic year

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
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.