

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

ASSOCIATE DIRECTOR OF STUDENT CONDUCT

FLSA STATUS: EXEMPT – PAY GRADE: 20-P

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Associate Director of Student Conduct is responsible for administration of the student conduct program under the supervision of the appropriate supervisor or administrator. The Associate Director ensure that appropriate training is provided for staff, such as hearing officers, who may administer the policies and procedures of the conduct system. The Associate Director of Student Conduct may serve as a Title IX Investigator in consultation with/from the appropriate College supervisor or administrator when there are allegations of student-to-student sexual misconduct, relationship violence, or stalking. The Associate Director ensures compliance with the Family Education Rights and Privacy Act (FERPA) and student conduct policies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Educates and provides guidance to students on Students Rights and Responsibilities, and campus/community resources.

Ensures appropriate routing, processing, and follow up for conduct cases.

Oversee disciplinary hearings, management of disciplinary records, and selection and training of hearing officers.

Promotes resolution of student conduct incidents from a student development perspective, which fosters personal growth, intellectual development, and civic responsibility.

Develop and implement appropriate trainings for Residence Life staff in student conduct system policies and procedures to address student conduct situations related to residents.

Conducts preliminary investigations into student conduct, as appropriate, by interviewing students and other witnesses, and organizes informal meetings and/or conduct hearings.

Ensures that student conduct is administered in a fair, impartial, non-adversarial, restorative, and educational manner through the recruitment and training of conduct officers.

Adjudicates individual student cases via administrative hearings and administrative reviews or refers to other conflict resolution processes as appropriate.

Ensures appropriate collection, management, and reporting of data; participate in the development, implementation, and maintaining of the student conduct management system.

Serves as a college resource, clarifying procedures and options available to faculty, staff, students, and student hearing boards in response to student behaviors.

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Ensures compliance with FERPA for all student conduct records contained in the Student Conduct Office by supervising the maintenance, security, and proper disclosure of such records.

Serves as a liaison between the Office of Student Conduct and appropriate community agencies.

Create outreach and awareness programs for the college community that focus on the student conduct processes, conflict resolution and other relevant services.

Conducts an annual review of the Code of Conduct and student conduct processes and recommends appropriate revisions.

Fosters a safe learning and living environment that promotes a development, and respect for diverse cultures and backgrounds.

Maintains up-to-knowledge on Student Conduct policies and best practices through developmental opportunities such as: professional readings, networking, trainings, and workshops.

Maintains effective working relationships with students, faculty, staff, administrators, and other diverse groups.

Meets with special designation students, such as Sexual Offenders, to complete required agreement paperwork.

Provides certification for agencies requesting student conduct information in accordance with FERPA.

Assists with budgetary recommendations and approvals, as directed by the appropriate supervising administrator.

Works collaboratively with internal and external partners to strengthen enrollment and retention efforts.

Perform miscellaneous duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor or administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in a relevant field from an accredited institution and at least three (3) years of related experience related. Experience in leadership, conflict resolution, and a background demonstrating success in dealing with a diverse student population.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).