

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

STUDENT CONDUCT SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 13 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Student Conduct Specialist assists in the administration of the Student Code of Conduct, Title IX, and Student Housing processes. This position performs daily maintenance of the records and data software associated with student conduct, title IX and housing related conduct issues, completes student conduct reports, retrieves records regarding conduct cases, academic integrity, housing and Title IX cases, sends student conduct communications and notifications, and coordinates conduct hearings. Assists with the establishment of the identity of the student conduct office through conduct presentations and tabling on campus about related content.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Performs the daily maintenance of student conduct records and data software, inputs new conduct cases, retrieves reports and records regarding conduct cases, sends student conduct communications and notifications, and coordinates conduct hearings.

Reports and analyzes data on behavioral issues/conflict incidents using Symplicity Advocate reporting system and compiles various statistical data for use in preparing reports for internal and external distribution.

Contributes to the development and updating of policies and procedures, and assist in the development and presentations to educate targeted groups on campus wide conduct issues and promote civility across campuses

Assists in the planning, development, and facilitation of student conduct, academic honesty, Title IX, and student housing presentations and training programs.

Assists in developing new and on-going initiatives to include ethical development, conflict resolution, academic integrity, artificial intelligence (AI), and related topical issues.

Provides support for campus-wide education and marketing initiatives to include hosting tabling events to promote student conduct awareness, campus safety—and behavior intervention strategies.

Schedules and participates in Behavior Intervention Team Meetings; maintains confidentiality to sensitive information and keeps account of student complaints, disciplinary records, and other student conduct/academic honesty files.

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Reviews and prepares student conduct data, creates, carries out, updates, maintains, troubleshoots, and analyzes results, and recommends changes as appropriate.

Serves as a resource for faculty, staff, and students on current Student Conduct policies, procedures, and institutional practices.

Maintains and abides by FERPA regulations regarding disclosure of confidential student information and keeps records of other mandatory federal and state reporting and disclosure requirements.

Utilizes a student-centered approach to student conduct, student housing, and Title IX issues and communications that contributes to learning and developing good conduct behaviors in the college environment.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff and/or student assistants.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited college or university supplemented by two (2) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university supplemented by one (1) year of related experience in student counseling and advocacy.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

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Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

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 rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, 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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 11/2018

Revised: 6/13/24