

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

COORDINATOR OF STUDENT CONDUCT/ TITLE IX

FLSA STATUS: EXEMPT – PAY GRADE: 17 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Coordinator of Student Conduct/Title IX is responsible for assisting in the administration of the Student Code of Conduct and coordinating the institution's compliance with federal and state discrimination and sexual harassment laws, including but not limited to, Title VII, Title IX, and Violence Against Women Act (VAWA). This position assists with investigations and adjudication of alleged student conduct and Title IX violations and coordinates training, education, communications, and administration of the grievance procedures for students pursuant to any legal requirements.

This position demonstrates a commitment to a procedurally sound, learning-centered, non-adversarial, and restorative student conduct philosophy that ensures a connection between the involved incidents, sanction decisions, and learning needs of students.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serves as a point of contact and case manager for Student Conduct and Title IX complaints; and reports of gender discrimination, sexual harassment, sexual violence, and related allegations of sexual misconduct as they impact students or the academic environment. Investigates, responds to, and seeks resolution to allegations of violations.

Develops, implements, delivers, and oversees nondiscrimination and harassment education and training programs and prevention efforts for students, staff, and faculty, including residential housing officers and hearing committees.

Facilitates outreach, awareness programs, and educational opportunities for students, faculty, and staff relevant to Student Rights and Responsibilities and Title IX.

Assists with the development, implementation, updating, maintaining, troubleshooting, and providing technical assistance with the Student Code of Conduct management system and procedures, as appropriate. Monitors the system to ensure appropriate routing, processing, notifications, and follow-up for Conduct and Title IX cases.

Develops and conducts workshops for students that address behavior norms/expectations, conflict resolution, and wellness techniques. Provides connections to campus and/or community resources.

Researches Student Conduct and Title IX policies, procedures, and institutional best practices. Develops, writes, revises, edits, and produces documents related to processes, policies, and procedures. Clarifies procedures and options available to faculty, staff, and students, in response to student behaviors and complaints related to the Student Code of Conduct and Title IX.

Ensures prompt, effective, and equitable intake of Title IX, Title VII, and (VAWA) investigations and findings, and timely resolution of all instances of sex/gender discrimination made known to responsible employees and/or reported or filed by students or in relation to student situations. Refers to and/or collaborates with supervisor on highly sensitive and/or potentially litigious cases.

Assists in the collection, management, and reporting of data. Provides regular and annual reports on student conduct and Title IX complaints and disposition, as requested.

Assists with training the appropriate Residence Life staff on student conduct and Title IX policies and procedures to address situations related to residents.

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

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor or administrator.

SUPERVISION EXERCISED

Employee may perform in a lead capacity directing support staff or student assistants as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in a relevant field from an accredited institution supplemented by three (3) years of related experience related.

PREFERRED QUALIFICATIONS

Master's degree from an accredited college or university supplemented by three (3) years of related experience.

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.

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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).

Effective: 01/22