



POSITION ANNOUNCEMENT

Job Title: Assistant Director of Student Conduct
Department: Student Affairs
Reports To: Assistant Vice President and Dean of Students
Level: 8
Shift/Hours: 40 hours per week
Date Prepared: March 8, 2018

SUMMARY

This position guides students through the lens of the Felician mission and Franciscan values of Madonna University. Responds to student and organizational conduct through the standards of the student code of conduct. Manages the adjudication of the complete student conduct process including reviewing cases of college policy violation, assigning charges, conducting case resolution meetings, scheduling student conduct board and administrative hearings, and oversight of the student conduct board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Communicates the complexity of student conduct practice and the University's student code of conduct. Collaborates with campus partners to determine strategies when addressing student incidents across campus.
2. Works closely with key stakeholders such as Residence Life, Student Life, Public Safety, and other offices to ensure students and student organizations are compliant with policy and informed of the student conduct process.
3. Meets with students and student organizations to review the conduct and appeal process in preparation for meetings.
4. Handles referrals to appropriate offices such as Financial Aid, Student Accounts, Registrar, and Academic Advising to resolve individual student problems and manages conflict and change. Logs and monitors administrative decisions by leadership in institutional database.
5. Responds to special administrative requests, gathers relevant documentation, and prepares recommendations of alleged violations of the student code of conduct and sanctions within institutional guidelines for the Dean of Students. Monitors the administration and completion of sanctions and other educational measures.
6. Engages in strategic partnerships around education and awareness of community standards and expectations across campus. Facilitates training and development of staff and faculty on student policies and procedures.
7. Assists with the collection, preparation and distribution of conduct data in compliance with the Clery Act and the coordination of the Alcohol & Other Drug Prevention Biennial Review for the university.
8. Coordinates the annual review process and publication of the Student Handbook and other student policies distributed by Student Affairs.
9. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Master's Degree in student personnel, counseling, or related human relations' field and at least three years of proven experience beyond graduate school are required. Experience in college student conduct, residence life, leadership development, and crisis management are strongly preferred. Demonstrates a working knowledge of relevant federal and state regulations including, but not limited to: Title IX, Violence Against Women (VAWA), Federal Educational Rights and Privacy Act (FERPA), and the Clery Act. Must possess excellent written and verbal communication skills; strong advising skills; flexible schedule; ability to work independently and in teams; commitment to student development, student learning, and diversity.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.