UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Student Life/Judicial & Commuter Affairs

DIVISION: Student Affairs

REPORTS TO: Dean, Students

GRADE: 13

SUPERVISES: Coordinator, Student Life/Judicial & Commuter Affairs, clerical, and student staff

BASIC FUNCTION:

Promote a safe learning environment that is conducive to student growth. Direct and enhance an innovative, proactive, and responsive student conduct system. Provide services and advocacy for commuter students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the community to develop and enforce community standards and oversee the regular revision of the Student Handbook.

Provide leadership development, disciplinary counseling, advising and problem solving assistance to students.

Provide oversight for all campus discipline, ensuring consistency and fairness.

Investigate allegations of student misconduct and academic dishonesty.

Hear cases administratively and refer cases to appropriate hearing panels.

Collaborate extensively with judicial officers and with staff and faculty in student affairs and academic affairs.

Collect and analyze data regarding student conduct and the judicial system.

Design and implement data-based prevention programs and systemic improvements.

Recruit, train, and advise hearing panels, undergraduate and graduate student staff.
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Develop, coordinate, and evaluate programs and services for commuting students (e.g., Commuter Housing Office, orientations, transition programs).

Take a leadership role in promoting positive University-town relations, working with students, the coalition, and with other related programs.

Develop supplemental funding sources for the expansion of supportive and educational services.

Actively participate in policy and program decision making for the department and the division.

OTHER DUTIES AND RESPONSIBILITIES:

Work evenings and weekends when necessary.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: M.A., M.S. or J.D.; five years’ professional experience with increasing responsibility, including at least two years’ professional experience in higher education; experience with dispute resolution, mediation and/or student conduct issues; demonstrated awareness and sensitivity to the issues of college-age students; sophisticated understanding of issues of diversity; evidence of collaborative work style; experience collecting and analyzing data and applying results; demonstrated ability to maintain open and effective working relationships with students, staff, faculty, administrators, parents, neighbors; a record of attention to detail and strong organizational skills; experience facilitating, training, and supervising; demonstrated innovativeness and resourcefulness; ability to work evenings and weekends when necessary; ability to communicate effectively verbally and in writing, and to organize, coordinate, and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to subordinates and others; ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; strong interpersonal skills; ability to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.