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Developed by:.....FC;KD
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Student Conduct/Community Standards
DIVISION: Student Affairs
REPORTS TO: Director
GRADE: 11
SUPERVISES: Professional staff, undergraduate and graduate student employees

BASIC FUNCTION:

Ensure that the off-campus residential experience supports and enhances the University's educational mission; apply a developmental approach to student conduct that ensures community safety and well being.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Design and implement student learning outcomes and assessments for off-campus/commuter students and students participating in the student conduct system.

Supervise the operation of the Commuter Affairs Office, including rental and roommate listings, and services to students and property owners.

Provide education, advocacy, and outreach regarding rights and responsibilities for students living off-campus.

Coordinate activities and collaboratively develop programs to productively engage commuter students and students living off-campus.

Coordinate efforts with realtors, local organizations, town and campus police and other constituents to ensure student compliance with town and university standards.

Interpret, monitor and evaluate community standards and policies.

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Make recommendations for policy and procedures to enhance off-campus and commuter student success, engagement and involvement.

Investigate, adjudicate, and maintain accurate records regarding alleged violations of community standards by students and student organizations that include but is not limited to allegations of sexual misconduct, hazing, and bullying.

Serves as an administrative hearing officer and prepares cases for the hearing board.

As needed, assist with the adjudication of Housing and Residential Life community standards violations.

Assist with the selection, training, and implementation of hearing boards, which include faculty, staff, and students.

Recruit, select, train and supervise student staff, including peer mentors and student leaders.

Assist in the facilitation and administration of the student conduct process and serves as a resource on community standards matters for students, faculty and staff.

Serves as a member of the student conduct team.

Assist in the development of student conduct/community standards publication materials.

Develop outside funding sources to supplement resources.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

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QUALIFICATIONS:

Required: Master's degree in college student personnel or higher education, or related field; minimum three years of professional experience in a college setting doing one or more of the following: presenting programs or teaching classes, advising student groups, supporting student development, working with commuter student populations; working knowledge of issues between universities and towns and students' off-campus living issues; demonstrated ability to work with a diverse population; demonstrated evidence of attention to detail and collaborative work style; demonstrated experience with evaluation, assessment; demonstrated ability to communicate effectively verbally and in writing; demonstrated ability to organize, coordinate and supervise support staff; demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations, and to communicate the interpretation to others; demonstrated strong interpersonal skills.

Preferred: Minimum one year professional or graduate experience working in student conduct (advising boards, serving as a hearing officer, assigning sanctions, mediating disputes); demonstrated experience with conflict resolution or mediation; demonstrated experience conducting education and outreach regarding rights and responsibilities; demonstrated experience working on town/university issues; demonstrated general knowledge of Title IX, Campus Save Act and Clery Act as they relate to sexual assault investigations on college campuses.

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