

**Class Code.....0824**  
**Position #:(PSA).....**  
**Developed by:.....**  
**Reviewed by:.....**  
**Approved by:.....**  
**Date:..... 9/05; 9/08; 1/11**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator I, HRL/Judicial Affairs  
**DIVISION:** Student Affairs  
**REPORTS TO:** Assistant Director – HRL  
**GRADE:** 10  
**SUPERVISES:** Clerical, professional, graduate, and undergraduate student employees

**BASIC FUNCTION:**

Assist in the administration and coordination of the University judicial system with specific focus on the on-campus living program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with the development of community standards.
- Investigate allegations of individual and group violations of community standards.
- Interpret institutional policies, rules and regulations.
- Charge undergraduate and graduate students and groups involved in violations, recommend sanctions and hear cases administratively.
- Prepare cases for hearing officers or boards.
- Maintain detailed records of judicial action.
- Work closely with the Office of Student Life, Campus Police, faculty, and staff regarding student conduct issues.

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Participate in the training and advising of campus judicial boards.

Participate in the creation and implementation of educational programs and trainings related to developing and maintaining civil residential communities.

Assist in the oversight and coordination of the peer mediation/conflict resolution program for residence halls, including direct assistance with roommate dispute resolution cases.

Assist with the supervision, training, evaluate and hiring of student office staff.

Counsel, teach, and advise individual students and student groups.

**OTHER DUTIES AND RESPONSIBILITIES:**

Develop reports and documents as requested.

Assist in the coordination and oversight of pre-season, early arrival, move-in and semester break housing programs as directed.

Represent the Department of Housing and Residential Life on University, Division, and other committees and at University events/meetings.

Provide emergency response coverage in cases involving immediate need adjudication or student conduct intervention.

Assist with departmental on-call coverage as determined by operating needs and as assigned by the Director of HRL.

**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:** Master's degree or JD, or bachelor's degree plus a minimum of 3 years of full-time experience working directly with students in a college setting; direct case load experience with campus judicial systems or other related adjudication processes; demonstrated ability to work with diverse population; demonstrated communication skills with individuals and with groups; evidence of commitment to education and student development; and evidence of attention to detail and collaborative work style; ability to communicate effectively verbally and in writing, and to organize, coordinate and supervise support staff; strong interpersonal skills; ability to prepare and deliver oral presentations before groups.

**PREFERRED:** College residence hall supervisory experience; experience with evaluation, assessment, mediation, and conflict resolution.

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