

Class Code:.....0886
Position #: (PSA) ...
Developed by:.....CY
Reviewed by:.....LK
Approved by:.....LK
Date.....6/10

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator II, HRL/Judicial Affairs
DIVISION: Student Affairs
REPORTS TO: Director, Housing & Residential Life (or designee)
GRADE: 11
SUPERVISES: Professional and clerical support staff; graduate and undergraduate student employees

BASIC FUNCTION:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the supervision of, and case assignment to, the Coordinator I, HRL/Judicial Affairs.

Assist with the development of community standards.

Investigate allegations of individual and group violations of community standards.

Interpret institutional policies, rules and regulations.

Charge students and groups involved in violations, recommend sanctions and hear cases administratively.

Prepare cases for hearing officers or boards.

Maintain detailed records of campus judicial action.

Work closely with Housing and Residential Life staff, Campus Police, faculty and staff regarding student conduct issues.

Participate in the training and advising of campus judicial boards.

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Participate in the creation and implementation of educational programs and trainings to prevent violations of community standards.

Evaluate programs and services.

Recruit, select, train, and supervise student staff.

Assist in finding supplemental funding sources, writing proposals and executing funded projects.

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

OTHER DUTIES AND RESPONSIBILITIES:

Develop policies, statistical reports and documents.

Represent the Office of Student Life on University, Division and other committees and at University events.

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.

QUALIFICATIONS:

Master's degree or JD required, or Bachelor's degree plus minimum of 3 years' experience working with young adults. Must have the following: proven ability to work with a diverse population; demonstrated communication skills with individuals and with groups; evidence of commitment to education and student growth; and evidence of attention to detail and collaborative work style. Experience with evaluation,

assessment, mediation, conflict resolution and/or campus judicial systems is highly desirable. This position requires that the incumbent

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possess the ability to communicate effectively verbally and in writing, and be able to organize, coordinate, and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others. Must be able to prepare and present detailed studies and reports and to make recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able 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.