

Class Code:.....1237
Position #: (PSA)..... (E)
Developed by:.....CY;DG
Reviewed by:.....LK;DLJ
Approved by:.....AMC
Date...06/10;04/17;01/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Community Standards (Residential Student Conduct Management)

DIVISION: Student Affairs (Dean of Students)

REPORTS TO: Associate Dean of Students, Community Standards

GRADE: 11

SUPERVISES: Professional and clerical support staff; graduate and undergraduate student employees

BASIC FUNCTION:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Process, assign and manage caseload to hall directors, graduate hall directors, graduate student interns and other case administrators.

Develop and present annual conference trainings to all Housing and Residential Life personnel, including professional staff, Resident Assistants, and Resident Academic Mentors. Provide one to one case management and training as needed.

Work with the on-campus residential community to develop and enforce community standards and assist with the regular revision of the Student Handbook

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

Assist with the development of community standards.

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

Serve as an administrative hearing officer and prepare cases for hearing panels.

As needed, assist with the adjudication of Off-campus community standards violations.

Collaborate extensively with conduct administrators, Housing and Residential Life staff, Campus Police, faculty and staff regarding student conduct issues.

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

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

Serve as a member of the student conduct team.

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

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

Recruit, select, train and supervise student staff.

Develop outside funding sources to supplement resources.

OTHER DUTIES AND RESPONSIBILITIES:

Develop policies, statistical reports and documents.

Represent the Dean of Students Office on University, Division and other committees and at University events.

Work evenings and weekends as necessary.

Perform additional duties as necessary.

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:

REQUIRED: Master's degree or JD OR Bachelor's degree and a Minimum of three years' experience working with young adults; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency

in written communication skills; Demonstrated attention to detail; Demonstrated collaborative work style; Demonstrated supervisory experience; Demonstrated ability to support student education and/or student growth; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports and to make recommendations concerning the substance of the studies and reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience with evaluation, assessment, mediation, conflict resolution and/or campus judicial systems.

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