

STUDENT CONDUCT PROGRAMS SERIES

| Code No. | Class Title | Occ. Area | Work Area | Prob. Period | Effective Date | Last Action |
|-----------------|--------------------------------------|----------------------|----------------------|-------------------------|---------------------------|------------------------|
| 4764 | Student Conduct Advisor | 01 | 078 | 6 mo. | 05/01/13 | Rev. |
| 4708 | Director of Student Conduct Programs | 03 | 078 | 6 mo. | 05/01/13 | Rev. |

Promotional Line: 321

Series Narrative

Employees in this series perform duties involved in the operation and management of university student conduct systems.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Student Conduct Advisor **4764**

Employees at this level serve as hearing officers and/or assist in the alternative dispute resolution and mediation process. These individuals also assist with the management of the university student conduct system. They work under direction from a designated supervisor.

A Student Conduct Advisor typically –

1. reviews/investigates student conduct complaints filed by students, faculty, and staff
2. determines or recommends to the director charges, jurisdiction, and method of resolving complaints
3. serves as a hearing officer
4. assists with the dispute resolution process
5. assists with the adjudication of Conduct matters; interprets and administers the Student Code of Conduct and student Conduct processes
6. monitors sanctions placed on student misconduct cases
7. may oversee the admissions clearance process
8. counsels students
9. acts as a liaison with the university and external communities regarding the structure and operation of the university student Conduct system
10. maintains or supervises the maintenance of disciplinary records and safeguards their confidentiality
11. may assist with editing the Student Code of Conduct

12. may develop or assist in developing or conducting training seminars, faculty symposia, or alternative sanction programs; develops departmental written materials, brochures, and educational materials and coordinates educational outreach for the University community
13. develops statistical and informational reports
14. serves as key advisor to the Director in the development and management of policies, procedures and programs
15. performs other related duties as assigned

Level II: Director of Student Conduct Programs**4708**

Employees at this level direct the operation of the university student disciplinary system. They work under administrative direction from a designated supervisor.

A Director of Student Conduct Programs typically –

1. monitors student conduct complaints filed by students, faculty, and staff
2. reviews charges to be brought, forum in which to be held, and methods for resolving complaints; advises staff of possible improvements or alternatives
3. oversees selection and training of Conduct board members
4. supervises board advisors, professional staff, graduate assistants, and other employees in regard to Conduct process responsibilities
5. represents student Conduct program to university and external communities
6. develops and may participate in seminars, symposia, or other programs designed to promote or develop the student Conduct program
7. edits and publishes the Student Code of Conduct
8. analyzes and disseminates data regarding actions of the student Conduct system
9. directs the collection and maintenance of records related to the program; is responsible for their security and confidentiality
10. oversee the dispute resolution process
11. performs the duties of the lower-level in this series, as required
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Student Conduct Advisor****4764**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Master's degree in college student personnel, counseling, higher education, higher education administration, student affairs administration, conflict resolution, or a related field
2. **Two (2) years (24 months)** of work experience with a student disciplinary system

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of student disciplinary systems and higher education law.
2. Communication – excellent oral and written communication skills.
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
6. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
7. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
8. Time Management — Managing one's own time and the time of others.

Level II: Director of Student Conduct Programs**4708**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Master's degree in college student personnel, counseling, higher education, higher education administration, student affairs administration, conflict resolution, or a related field
2. **Three (3) years (36 months)** of work experience comparable to that performed at the Student Conduct Advisor level of this series or in other positions of comparable responsibility

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Extensive knowledge of student disciplinary systems and higher education law
2. Communication – excellent oral and written communication skills
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
6. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
7. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; considering the relative costs and benefits of potential actions to choose the most appropriate one.
8. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
9. Time Management — Managing one's own time and the time of others.
8. Supervisory ability.