Associate Director, Student Conduct and Ethical Development (full-time, 35 hours/week)
Student Affairs
Position 101656

Position Summary: In support of the mission of the Office of the Dean of Students, the Division of Student Affairs, and the university, the Associate Director will coordinate all aspects of the University’s judicial system. The individual will be responsible for developing, implementing and evaluating judicial affairs and ethical development systems and processes that are educational and developmental, executing with high quality and attention to detail, and in conjunction with current student affairs best practices. In addition, this person will support departmental and divisional programmatic initiatives that positively impact student retention, academic success, and enrichment. This position reports directly to the Associate Dean of Students and represents the department in a variety of public relations forums and events. The Associate Director establishes relationships with campus life professionals, other staff, and faculty throughout the campus community.

Essential Responsibilities Include: Coordinate and manage judicial case assignments at all levels; conduct appropriate follow-up with staff members and provide feedback where appropriate to ensure consistency, thoughtful decision-making, and compliance with student conduct processes and procedures. Adjudicate cases of student misconduct; serve as a student conduct officer by conducting disciplinary conferences and administrative hearings. Manage cases assigned to residence life staff members, including completion of case preparation and follow-up paperwork for disciplinary conferences. Monitor all sanctions for policy compliance and consistent decision-making. Conduct preliminary fact-finding and information gathering in response to student conduct incidents and recommend appropriate course(s) of action. Manage cases involving students residing in off-campus properties designated as “Disciplined Property Status”; conduct preliminary fact-finding and information gathering in response to incidents involving off-campus students and local properties, and recommend appropriate course of action; maintain separate record of interactions with off-campus residents and properties. Conduct intake meetings with students to inform them of their rights and responsibilities during student conduct hearings. Monitor student conduct sanctions for completion and follow-up with students and administrators in regard to non-completed sanctions. Correspond with residence hall staff verbally and in writing regarding case specific issues.

Develop collaborative relationships with internal and external constituents; implement training programs for a variety of audiences, including professional and paraprofessional staff members, and coordinate and manage the selection, training, and development of paraprofessional student conduct staff and University Hearing Board members. Coordinate, conduct and evaluate innovative training programs for campus community constituents, including residence life staff (including professional and paraprofessional residence hall staff), University Hearing Board, and public safety officers. Develop systems and procedures to ensure successful recruitment of University Hearing Board members. Coordinate interview and selection of student conduct student staff, including graduate coordinators; manage new hire process and collaborate with Human Resources as appropriate. Provide functional supervision over all student conduct student staff, including graduate coordinators; manage new hire process and collaborate with Human Resources as appropriate. Communicate students’ rights and responsibilities and help address and resolve student behavioral problems and concerns. Serve as liaison to faculty, Residence Life, Housing Services, the Department of Public Safety (DPS), Athletics, Campus Activities, and other campus offices to foster an understanding of the student conduct process. Remain actively engaged with appropriate and effective professional organizations.

Compile data and statistics for comprehensive evaluation of student conduct processes and procedures; coordinate and oversee data management systems. Systematically review and propose revisions to student conduct procedures and processes, including the Code of Student Conduct. Collect and analyze data; create weekly, mid-year, and annual reports and statistical summaries as appropriate. Design and utilize assessment instruments to regularly evaluate processes, procedures, trainings, programmatic initiatives, student conduct sanctions, and conduct officer performance to ensure appropriate program development, including reflection of the university’s mission and values and best practices in student affairs, and achievement of learning outcomes; recommend changes or adjustments as necessary. Solicit feedback from constituents and utilize appropriate analytical techniques to recommend improvements to programs and services. Maintain information technology applications; provide on-going training and maintain support for the student conduct database. Ensure compliance with national, local and university laws, regulations, standards and codes including but not limited to Title IX, the Cleary Act, the Campus Sexual Violence Elimination Act (SaVE), and the Violence Against Women Act (VAWA). Advise the Associate Dean of Students and the Associate Vice President for Student Affairs of developments in federal legislation which may impact the administration of the university’s student conduct system. Implement appropriate compliance measures. Maintain official student conduct records within the Office of the Dean of Students.
Develop student conduct-related innovative and effective educational and informational programs and resources for use by multiple audiences at the university and off-campus. Maintain the SCED website as an effective resource for internal and external constituents. Develop publications, resources, and programs to effectively support students charged with student conduct violations and to educate the campus community about student conduct issues and trends. Serve as a resource person for students, parents, faculty, and administrators regarding student conduct processes. Revise educational sanctioning models and resource guides on an annual basis. Create and implement intentional programming to support student ethical decision-making, including the publication of informational and educational materials. Outreach to local agencies and organizations to develop community service sanctioning alternatives for alcohol, drugs, and other behavioral concerns. Manage follow-up with off-campus students related to community concerns regarding student behavior.

In collaboration with the Assistant Dean of Students co-advice the PEERS (Peer Educators Empowering Respectful Students), a student group responsible for the development and production of interactive and passive educational initiatives and programs which address alcohol and drug abuse, sexual assault prevention, mental health awareness, and issues of civility. Share functional supervision and training of the two PEERS Student Coordinators. Train PEERS members on workshop facilitation skills. Educate and train PEERS members on alcohol and drug abuse prevention efforts (with an emphasis on risk-reduction and protective strategies). Advise PEERS in the development of proactive campaigns and intentional programmatic initiatives to address high-risk alcohol and drug use and sexual assault prevention.

Manage dynamic, engaging, on-going programmatic initiatives and services that positively impact the recruitment, retention, and enrichment of students. Advise students in regards to interpersonal and interpersonal, social and academic problems and make appropriate referrals to University services and resources where necessary. Assist in the resolution of student behavioral concerns, utilizing crisis intervention skills and resources. Support curricular and co-curricular programs and services that improve/support student academic success, extra-curricular involvement, and student retention. Participate in initiatives that foster an environment of accountability, civility, personal responsibility, and understanding.

Departmental Leadership (general) - Actively participate in the design, implementation, and assessment of strategic goals for SCED. Support the Associate Dean of Students in managing the operational budget of SCED. Serve on departmental and university committees and task forces as appropriate. Maintain high visibility and accessibility, and initiate regular communication with the university community, including executive management, students, faculty and staff. Develop and maintain strong working relationships with professional colleagues on and off campus. Create goodwill for the university in service to families of students, visitors, patrons, government officials, community leaders and the general public. Maintain a strong working knowledge of the student development field. Apply and share knowledge to produce fundamentally sound and creative solutions to critical student needs. Assist with the cultivation of positive community relations. Contribute to the overall success of the Office of the Dean of Students, the Division of Student Affairs, and the University by performing all other essential duties as assigned.

**Minimum Qualifications:** A Master’s degree (required) with a focus in student personnel administration, higher education administration, JD or a related area of specialization preferred. At least three (3) years of experience (post-graduate) required, specifically in a Student Affairs setting. Proficiency with MS Office applications (Word, PowerPoint, Excel, Access), or experience with similar software is required.

**Preferred Qualifications:** Experience working in student conduct or related role is preferred. Previous experience with program coordination, implementation, and assessment on a professional level also preferred.

**How to apply:** forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101656 in subject line of email. Applications close on 6/3/16.

The Catholic University of America  
Human Resources, 170 Leahy Hall  
620 Michigan Ave, NE  
Washington, DC 20064  
Fax: (202) 319-5802  
Telephone: (202) 319-5050