EMPLOYMENT OPPORTUNITY

Title: Student Rights and Responsibilities Administrator   Job ID: 232415710101
Campus: Uvalde – Travel to all campuses as needed   **Closing Date:** Until Filled

Job Duties: The Student Rights and Responsibilities Administrator must have general knowledge and experience resolving student conduct cases directly, with a variety of the types of cases managed. In addition, knowledge of current state and federal mandates, laws, and compliance requirements, including but not limited to Clery, Title IX, VAWA, SaVE Act, DFSCA is essential. Strong organizational skills, including proven ability to prioritize and proven critical thinking and analysis skills. The Student Rights and Responsibilities Administrator must also possess strong communication skills, be team-oriented and develop/maintain partnerships with key campus partners (Residence Life, Advising, Campus Police, CARE Team, Student Success, Human Resources, etc.). Contributes to the overall success of students and the College. Regular travel to all campuses is required. Performs other duties as assigned.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Monitors and maintains confidential database for conduct incidents, hearings, and sanctions.
2. Provides support and assistance to the student CARE (BIT) Team and participates in bi-monthly and ad-hoc CARE Team meetings.
3. Coordinates student code of conduct and student grievance matters, including maintenance of the student code of conduct and making recommendations to update college student conduct policies and procedures, as appropriate.
4. Maintains student conduct files and provides interpretation of the Student Code of Conduct for the college community; follows up with legal counsel, public safety, law enforcement agencies and other college constituents, as appropriate.
5. Coordinates formal and informal student conduct conferences with students and members of conduct hearing committees, as outlined in the student code of conduct.
6. Provides training and assistance to faculty and staff to address disruptive student behavior and education and programming pertaining to the Student Code of Conduct and Title IX.
7. Provides education and programming pertaining to the Student Code of Conduct, Title IX, DFSCA, etc.
8. Coordinates assessment of student conduct processes.
9. Prepares and processes appeal applications for review by Administration.
10. Refers students to counseling and/or appropriate workshops as a result of infractions.
11. Follows up with students on adherence to sanctions, counseling, and workshops.
12. Notifies faculty regarding suspensions, dismissals, and appeals.
13. Maintains and prepares correspondence for confidential information such as conduct letters and informal resolution agreements.
14. Develops and implements a vision for enhancing the campus climate in the context of Title IX programs and prevention efforts.
15. Develops and maintains content for the college Student Conduct & Title IX webpage.

16. Regularly attends Student Conduct, Title IX, and related educational programs to ensure compliance with standards and identifies and integrates best practices as they relate to college processes.

17. Assists with the preparation and dissemination of education materials, both hard copy and web material that inform the campus community of student rights and responsibilities, the grievance process, and reporting obligations.

18. Prepares reports related to Title IX and sexual misconduct, documents efforts toward informing, training, and preventing sexual misconduct of students.

19. Provides administrative support functions for the Human Resources Office.

Salary: Professional Schedule Group III.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Master's Degree in Higher Education Administration, Student Development, Law or related field.

Experience & Training: 1-2 years working with Student Conduct/Judicial Affairs, Title IX (or related areas), directly adjudicating and managing student conduct and/or Title IX cases.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

Preferred Requirements: Two or more years working in student conduct/judicial affairs directly adjudicating and managing multiple student conduct cases. Experience working in residence life, conduct investigator training or equivalent credentials. Proven collaboration with law enforcement/security, counseling and community health organizations. Engagement in the Association for Student Conduct Administration (ASCA) or other related professional organization.