



A. POSITION DATA

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____

Working Title: Student Conduct Adm. & Student Right & Res Reports To Title: _____ Dir Student Rights & Responsibilities
 (Appropriate Administrator)

Department: Student Conduct Rights and Responsibilities

Division: Student Affairs College (if applicable): _____

Reason:
 Vacant Position Revision Performance Evaluation New Hire

Is this a new position? No

Classification Title: Administrator I Job Code: 3318 Identifier - M80

Position Number: 00005867 Level/Range/Grade: 1

Pay Plan: 10/12 month 11/12 month 12/12 month Time Base: 1.00 Check box if Intermittent

B. POSITION PURPOSE

Under the general supervision of the Director of Student Rights & Responsibilities (SRR), the Student Conduct Administrator & Student Rights & Responsibilities investigations for incidents involving students, facilitates student complaints, adjudicates student disciplinary referrals involving violations of Title 5, California Code of Education, and assists the Director in developing policies and procedures. Serves as lead administrator for one or more functional areas, to include (but not limited to): Student Compliance, Academic Integrity and/or Student Organization investigations. May assist the Director with oversight of daily operations of the Student Rights & Responsibilities Office. Incumbent works collaboratively and effectively with students, faculty, staff, parents and the public.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

The person holding this position is considered a "General Mandated Reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

This position is designated as a Campus Security Authority (CSA) under the Clery Act and is required to comply with the requirements of this designation.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position have Supervisory Responsibility? Yes _____

List of Functional Category with Responsibilities:	% of Time	Priority Weight
<p>STUDENT CONDUCT:</p> <ul style="list-style-type: none"> * Under general direction from the Director, provide oversight for adjudication and resolution of student conduct cases involving academic dishonesty and/or student organization investigations, and assist with general student discipline. * Investigate and adjudicate students referred to Student Rights & Responsibilities for violations of the Student Code of conduct Student Rights and Responsibilities, including Title 5 of the California Education Code, on matters pertaining to individual students and students who are members of student organizations, athletic teams, and clubs. * Consult with Director regarding high profile cases and those cases that go to a formal hearing. * Disseminate, interpret, and enforce campus regulations and administer appropriate sanctions. * Administer procedures pertaining to campus and system-wide policies on Academic Integrity and investigate alleged incidents of academic dishonesty. * Facilitate referrals for suspected academic dishonesty and serve as a resource for faculty, staff, and students regarding academic integrity issues. * Work with students, administrators, faculty, staff, and local and campus law enforcement when investigating alleged violations of the Code of Student Rights and Responsibilities. * In cases of a formal hearing, ensure that the hearing is conducted in accordance with University procedures and guidelines, inform all parties of their rights and responsibilities, arranges for the hearing, and prepare the University's case. * When appropriate, refer students to other campus services such as the Counseling and Wellness Center (CWC), Campus Alcohol and Drug Education Center (CADEC), Accessibility Resource Center (ARC), and Student Health Service (SHS). * Interpret and communicate university policies and appropriate local, state and federal laws to a diverse audience. 	45%	
<p>STUDENT COMPLAINTS:</p> <ul style="list-style-type: none"> * Under general direction from supervisor, administer the student grievance process. * Responsible for facilitating resolutions between students as well as faculty, staff, and members of the administration. * Interprets and disseminates department and campus policies on grading and procedures for addressing grade disputes in conjunction with campus grievance proceedings. * Develop successful working relationships with deans, department chairs, faculty, and staff in seeking informal resolutions to student concerns. * Demonstrate strong decision-making, judgment, careful investigation, negotiation and conflict resolution techniques, and an awareness of campus relationships. * Provide oversight for coordination of grievance hearings and facilitate selection of grievance pool. 	35%	
<p>PRESENTATIONS:</p> <ul style="list-style-type: none"> * Assist in the development and implementation of multi-media tools to educate students on a variety of issues (academic integrity, safety, privacy, on-line communities, ethical decision making, civility, self-responsibility, discrimination/harassment/sexual violence) and to assist faculty/staff concerning student behavioral issues. * Assist in the development and dissemination of training for students, faculty and staff pertaining to campus DHR and Title IX complaint processes, available resources and advocates, and reporting obligations for members of the campus community. * Assist with development and coordination of innovative programs to address community standards and promote ethical decision-making. * Represent Student Judicial Affairs by presenting information about the office, student rights and responsibilities, general discipline and grievance proceedings, DHR/Title IX complaint processes, academic integrity, and student development to students/parents during Summer Orientation and various fall welcome events. * Develop and present educational workshops on Academic Integrity for students, faculty and staff, 	10%	

List of Functional Category with Responsibilities:

% of
Time Priority
 Weight

including programs such as University 101, Survivor Series, Student Learning Center, and by arrangement with faculty/departments.

* Develop and present information to new faculty and teaching assistants regarding Student Judicial Affairs, complaint resolution processes, classroom disruption, and academic integrity.

STUDENT RIGHTS and RESPONSIBILITIES ADMINISTRATION:

5%	
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* Under general direction from the Director of SRR, assist with day to day operations of the Student Rights and Responsibilities office.

* Assist with hiring, training and evaluation of office staff (ASC I and ASA).

* Assist with developing and monitoring department budget.

* Monitor workload and evaluate customer service provided by the Department.

* Review student policies and procedures, and recommend updates to existing policies or to address new issues as necessitated by changes in laws or best practice.

* Develop and/or revise departmental policies and protocols.

* Develop and/or oversee assessment tools for Learning Outcomes and responsible for Learning Outcomes reports for Student Rights and Responsibilities.

* Assist with the collection and reporting of judicial data and preparation of reports including, but not limited to, ongoing statistical reports, department annual report, and system-wide audits.

* Responsible for managing assigned Student Rights and Responsibilities publications.

* Assist with developing and updating content and for ongoing maintenance of Student Rights and Responsibilities Web page and related links.

COMMITTEES:

5%	
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Represent the SRR office as a member of assigned committees which may include but is not limited to the following:

* Educational Policies and Procedures Committee of the Academic Senate.

* Faculty and Student Policies Committee of the Academic Senate

* Academic Integrity Committee

* First-Year Experience Committee

* Campus Climate Committee

* Campus Equity Council

* Student Affairs Diversity Committee

* Student Accountability Committee

* Behavioral Assessment Team

* Book in Common Committee

* Violence in the Workplace Committee

* Americans with Disabilities Act Committee

Total should equal 100% Time and 100 Weight	Total	100%	0
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D. MANAGEMENT STANDARDS AND EXPECTATIONS

As a member of the management team, you are expected to meet the following standards:

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situation.
6. Demonstrates expertise and judgment. Develops, recommends and implements techniques and practices to improve your area of responsibility ensuring optimum performance. Keeps abreast of current trends and practices in the field. Solicits feedback to ensure quality service and efficiency or identify areas for improvement.
7. Educates staff about changes related to policy, services and expectations.
8. Ensures compliance with local, state and federal laws, and CSU and CSU, Chico's policies and guidelines to establish and implement appropriate procedures.
9. Is fiscally responsible with the organization's equipment, property and funds. Authorizes expenditures within the parameters of budget authorization.
10. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.

11. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Standards and Expectations

Replace this text with additional standards and expectations. This box will expand as needed when you tab to next field.

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Comprehensive knowledge of:

- * The Principles and practices of student affairs and/or higher education administration.
- * Research, interview and observation techniques.

Working knowledge of:

- * State and/or federal policies and laws pertaining to students in higher education (e.g., Title 5, Title IX, FERPA, VAWA, campus SaVE Act).
- * General knowledge of principles of supervision and management practices.
- * Basic knowledge of student and faculty perspectives on classroom academic issues.

SKILLS:

- * Successful history and skill working productively, collaboratively and in a collegial manner as a member of a unit or team.
- * Strong leadership, interpersonal, communication, and organizational skills.
- * Advanced analytical, writing, planning, negotiating, and problem-solving skills.
- * Competence in understanding, interpreting, and communicating policies, procedures, information, ideas and instructions.
- * Sound judgment, initiative, discretion, and reflection/evaluation skills.
- * Demonstrated skill at setting priorities and deadlines to ensure project goals and objectives are realized.
- * Strong attention to detail, particularly in written communication.
- * Fluency in the use of standard office equipment and computer software such as Microsoft Word, Excel, Outlook, PowerPoint, and database management systems.

ABILITIES:

Incumbent must possess the ability to:

- * Successfully mediate solutions to parties in conflict and effectively administer a campus student discipline program.
- * Respond appropriately and pro-actively to complex issues and problems and develop strategic solutions.
- * Address confidential and sensitive incidents with composure, discretion, and respect in a manner that upholds the dignity of others.
- * Maintain and promote appropriate standards of professional ethics and behavior.
- * Learn and apply student development theory and student learning theory in addressing student conduct.
- * Review and analyze complex reports, policies, and legal guidance to accurately assess issues, draw valid conclusions, and recommend appropriate strategies or outcomes according to University goals.
- * Maintain effective and proficient interpersonal and written communication skills and maintain positive, civil and collegial interactions with all members of the campus community.
- * Prepare written correspondence and reports that are clear, concise and comprehensive.
- * Complete multiple tasks with changing or competing deadlines, and set priorities to ensure projects are completed in a timely manner.
- * Use independent judgment with limited supervision.
- * Integrate technology into SJA programs.
- * Learn, interpret and implement campus and system-wide policies and procedures, and develop a strong working knowledge of relevant federal, state and local laws pertaining to current practices.
- * Develop and manage a budget.

- * Work flexible hours and manage time effectively in meeting demands of department case load.
- * Adjust to change and demonstrate flexibility and patience with changing expectations (e.g., work environment, responsibilities and assignments, technology).
- * Demonstrate a commitment to values and programs of diversity and multiculturalism, confidentiality.
- * Work effectively and establish and maintain cooperative working relationships with a diverse population of faculty, staff, and others.

2. Education and/or Experience

Bachelor's Degree in job-related field +AND+ five (5) years of successful and progressively responsible professional management or administrative experience in a student conduct program or a comparable program of similar scale and complexity.

OR

Master's degree in Student Personnel Administration, law degree, or equivalent education or training AND three to five (3-5) years of professional experience as noted above, to include direct experience conducting investigations.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office; work requires the need to travel across campus to other office buildings.

G. WORK ENVIRONMENT

Typical office environment operating standard office equipment. Position also involves frequent to constant interaction with students, employers, faculty and staff to perform support functions (in-person, by phone, or e-mail). Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____