Definition of Class
This is a professional position that is responsible for assisting in the administration of the University Student Conduct process for all students. The incumbent will be responsible for researching, creating, administering and evaluating alternative dispute resolution methods for the campus community. This position reports to the Director of Student Conduct.

Examples of Work Performed
Administers and maintains the Student Conduct System by using a database program.

Ensures other departmental hearing officers are appropriately utilizing the system; Provides training for campus hearing officers.

Serves as a University Hearing Officer.

Recruits, selects, trains, and evaluates student, faculty and staff members for the University Judicial Council.

Attends all hearings to advise the council.

Prepares all correspondence and documentation of council cases.

Ensures compliance with federal and state regulations and reporting mandates.

Provides training and outreach services for departments and student organizations.

Provides leadership and communication with university constituents regarding student conduct.

Researches, develops and implements Alternative Dispute Resolution (ADR) models for the University.

Facilitates Alternative Dispute Resolution (ADR) through student organization meetings and contractual mediation agreements.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinate the University’s conduct process.
2. Advises the University Judicial Council and serves as the Hearing Officer.
3. Maintains and monitors the student conduct database system.
4. Serves as a liaison to other departments as it relates to student conduct.
5. Provides support to students, faculty and staff through Alternative Dispute Resolution Models (ADR).
**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements might be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear and reach with hands and arms. The incumbent is periodically required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university.

    AND

- **Experience:** Two (2) years years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer”*

*The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment*