Coordinator Student Conduct-Student Housing

**Definition of Class**
This is a professional position that is responsible for administering the Student Housing Conduct process for on-campus residential students. The incumbent will provide support to students and staff for behavior conflict resolution with the goal of ensuring a safe and civil campus living environment. This position focuses on education, student development, and community health and safety. The Coordinator works closely with Student Housing, Dean of Students Office, Division of Student Affairs, campus and community partners to accomplish position objectives. This position reports to the Associate Director for Residence Life.

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

Serves as the Student Conduct Officer and provides comprehensive training and education to other student conduct officers.

Assists the Director of Housing in appointing student conduct officers.

Assigns student conduct cases to student conduct officers for preliminary review and resolution.

Coordinates University and/or departmental compliance with federal and state mandates and regulations.

Meets with students who have allegedly violated policy and assigns sanctions which may include interviews, examining evidence, and determining if a violation of a policy has occurred.

Organizes and advises the Student Housing Conduct Board which includes recruitment, selection, training and evaluation.

Facilitates student mediation (roommate contract/agreements); provides support to students and campus residential staff in resolving conflict and behavioral matters.

Assists in publishing the Code of Student Conduct annually and recommends revisions that are subject to approval by the Director of Student Housing or designee.

Ensures safety and security procedures are established and maintained.

Maintains communication and provides leadership to other university agencies whose activities relate to student conduct.

Serves as the first point of contact and responds to parent or family questions regarding a campus residential student’s conduct or crisis management.

Serves as a core member of the Residence Life management team; participates in the planning and coordination of the overall Residence Life area.

Instructs a section of the Resident Assistant’s class.

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. Administers conduct management, training and education for campus residential students and staff.
2. Provides direction and support for campus residential staff.
3. Maintains and monitors the student conduct database system.
4. Selects, advises and trains the Student Housing Conduct Board.
5. Meets with students who have allegedly violated policy and facilitates mediation for roommate contract/agreements to resolve conflict and behavioral matters.

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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