Definition of Class
This is a supervisory position in which the incumbent oversees the daily operations of the Office of Conflict Resolution and Student Conduct. This position will hire and supervise staff, make budgetary decisions, adjudicate student conduct, resolve student conflict, determine charges and initiate judicial proceedings, and create and implement policies. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Oversees the daily operations of the Office of Conflict Resolution and Student Conduct.

Supervises, trains staff in conduct and conflict resolution procedures.

Creates and implements policies for the department.

Hires and advises staff on productivity, service and performance.

Serves as primary contact for students and parents concerning conduct and conflict resolution.

Meets with students to discuss disciplinary matters; answers parent/guardian and attorney’s questions according to FERPA.

Mediates conflicts between students, student organizations, and other University community members.

Supervises all student and student organization conduct cases.

Works with law enforcement, housing and other officials investigating and gathering information pertinent to the case.

Determines charges and initiates judicial proceedings.

Supervises professionals in investigating and adjudicating disciplinary matters.

Prepares and maintains departmental budget which includes maintaining and recording all department expenditures, allocating funds, and approving all financial reports and transactions.

Serves as a primary contact for other departments for matters of student discipline.

Serves on Student Intervention Team and assists with University compliance efforts.

Assists in development of University policies.

Maintains a judicial tracking system and is the official source of conduct related statistics.

Advises, coordinates and supervises student and University judicial bodies.

Trains judicial council members and updates the members on policies and procedures; arranges hearings.
Teaches EDHE courses.

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. Oversees the daily operations of the Office of Conflict Resolution and Student Conduct.
2. Determines charges and initiates judicial proceedings.
3. Prepares and maintains departmental budget.
4. Adjudicates student conduct and resolves student conflict.
5. Serves as the primary contact for students, parents and other University departments.
6. Hires, trains and supervises staff.

**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 may 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 10 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; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree in Higher Education or related field from an accredited four-year college or university.

  AND

- **Experience:**
Three (3) 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/DEA 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.