AUBURN
Human Resources

Asst Dir, Student Conduct

Job Description

JOB INFORMATION

Job Code	AE24
Job Description Title	Asst Dir, Student Conduct
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	10/16/2025 10:26:17 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

The Assistant Director of Student Conduct is responsible for identifying and responding to alleged student misconduct, educating students on their rights, responsibilities, and due process provided in the Code of Student Conduct, assisting students in resolving interpersonal conflicts outside the formal conduct process, leading the formal conduct hearing and appeals processes, overseeing the investigation and adjudication of student and student organization cases, training faculty, staff, and students, leading departmental compliance activities involving the Jean Clery Act and the Stop Campus Hazing Act, running the Real Response software, a campus-wide hazing reporting platform, supervising the coordinator of Student Conduct and student workers, and using a high level of discretion to solve complex, sensitive matters that will involve other departments and have a potentially high impact on student's personal wellness, university standing and enrollment, and finances.

RESPONSIBILITIES

- Supervises the Coordinator for Student Conduct, and assists in the management and leadership of Student Conduct and Student Advocacy.
- Receives and resolves reports of alleged violations of the Code of Student Conduct.
- Leads and administers the Student Conduct hazing management platform and reporting systems, including providing after-hours responses and supervision outside normal university operations, including on weekends and university holidays.
- Works with University and off-campus stakeholders to advance the goals of Student Conduct.
- Leads the record verification process for student conduct records, collaborating with the University Registrar, Auburn Abroad, and external stakeholders to complete verifications of student records.
- Leads Student Conduct compliance efforts required by State and Federal laws, including the Jean Clery Act and the Stop Campus Hazing Act. Efforts include leading the preparation and evaluation of case data and creating and contributing information to mandated annual and semi-annual reports.
- Leads the Student Conduct Committee, including planning, implementing, and evaluating trainings and student conduct hearings.
- Organizes and supervises the Student Conduct football game day table operation.
- Assists with the investigation and adjudication of student organization cases.
- Assists in coordinating departmental strategic planning efforts, annual reporting, and evaluating the effectiveness of policies, protocols, and sanctioning efforts.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline	and	5 years of	experience in student conduct, student affairs administration, higher education compliance, or conflict resolution with college-aged populations or in college environments.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of crisis management in higher education.	
Knowledge of student conduct processes and practices, and student conduct management information systems.	
Understanding of college student learning and development.	
Knowledge of higher education policies and procedures.	
Knowledge of student conduct policies, procedures, and legal compliance requirements (e.g., Clery Act, Stop Campus Hazing Act).	
Skill in investigating and resolving student conduct cases, including individual and organizational violations.	
Ability to manage sensitive reports, lead adjudication processes, and ensure fair and consistent application of the Code of Student Conduct.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly

Vision Requirements:
Ability to see information in print and/or electronically.