AUBURN
Human Resources

Dir, Student Conduct

Job Description

JOB INFORMATION

Job Code	AE33
Job Description Title	Dir, Student Conduct
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/12/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Directs and oversees the student conduct process, maintains related documentation, and supports other units with student conduct or health and safety functions at Auburn University.

RESPONSIBILITIES

- Directs, oversees, and adjudicates student behavior through individual and organization student conduct processes, including, but are not limited to, informal resolutions, educational non-policy meetings, Student Conduct Committee hearings, student organization investigations. Responsible for creating, implementing, and tracking educational outcomes.
- Collects and manages reports of inappropriate and/or concerning behavior from external and internal complainants, and shares, as appropriate, with other campus entities and Auburn Police.
- Maintains and routinely audits conduct records in compliance with University, State, and Federal laws and regulations, including the Clery Act. Oversees the appropriate disclosure of FERPA-protected records through the Student Waiver & Information Release process.
- Recruits, trains, and manages the student conduct committee and third party organization investigators.
- Conducts assessments, as well as collects and utilizes data, to enhance processes, report student behavioral trends, and implement necessary programmatic and policy changes.
- Represents the Division of Student Affairs and Student Conduct on various committees and organizations including the university's Threat Assessment Team, the Bias Education Response Team (BERT), Student Affairs Leadership Team (SALT), Drug Free Campus Workplace Committee, and other ad hoc committees as needed.
- Develops, maintains working relationships, and sustains communications with units including, but not limited to: Auburn Cares, Auburn Police, Campus Safety and Security, Risk Management, Title IX and AA/EEO, University Housing, Health Promotion and Wellness Services, University Registrar, Student Involvement, International Programs, Greek Life, University General Counsel, and Auburn Global.
- Maintains the Student Conduct website and associated web pages. Publicizes, promotes, and markets the policies and services of the Student Conduct office, including the Code of Student Conduct, medical assistance policy, FERPA, Dean’s certification, and records expungement.
- Manages on-site game-day student behavior and policy concerns in collaboration with Auburn Police Department.

RESPONSIBILITIES

- Manages the electronic database utilized by Student Conduct, University Housing, Auburn Cares, Title IX, BERT and other units to maintain conduct records. Maintains overall system configuration, including providing access to new users, auditing forms, and maintaining contracts with database software providers.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	
Master's Degree	Degree in Higher Education Administration, Counseling, or related field.	and	7 years of	Experience in higher education administration, student advising, student programming, and/or student life. Experience must show progressively increasing levels of responsibility and accountability for student conduct processes, supervision, and policy development and revision.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of student conduct principles and practices.	

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					
Climbing		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.