
Auburn University Job Description

Job Title: **Dir, Student Conduct**

Job Family: No Family

Job Code: **AE33**

Grade SR13 \$70,000 - \$126,000

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. Recruits, trains, and manages the student conduct committee and third party organization investigators.
5. Conducts assessments, as well as collects and utilizes data, to enhance processes, report student behavioral trends, and implement necessary programmatic and policy changes.
6. 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.
7. 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.
8. 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.
9. Manages on-site game-day student behavior and policy concerns in collaboration with Auburn Police Department.
10. 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.

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.

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The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Higher Education Administration, Counseling, or related field.
Experience (yrs.)	7	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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of student conduct principles and practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 7/12/2022
