

The University of Texas at San Antonio

Job Description

Job Title: Coordinator, Student Conduct and Community Standards
Code: 13036
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Student Conduct and Community Standards/Student Affairs
Reports To: Director, Student Conduct and Community Standards

Summary

- Function: To coordinate all aspects of the Student Conduct Program and related programs/projects as assigned within Student Affairs.
- Scope: Responsible for exercising initiative and judgment in advising, counseling and working with students, faculty and staff in student disciplinary matters and other assigned responsibilities.

Duties

- Typical:
 1. Receive, investigate and process from intake to disposition.
 2. Process and respond to all inquiries from faculty/staff on student conduct process.
 3. Facilitate and plan programming with AOD/CP entities.
 4. Coordinate hearings and assist in training hearing officers.
 5. Review student code of conduct and maintain Student Conduct web page.
 6. Provide advice and counseling to the University community regarding student conduct matters.
 7. Receives, investigates and processes all student conduct referrals.
 8. Conduct preliminary meetings with students to ensure administrative due process is provided.
 9. Assist departments, faculty and staff in responding to possible violations of University rules, regulations and policies via the Student Conduct process.
 10. Takes action to ensure sanctions are properly implemented.

<p>11. Maintain liaisonship between Student Affairs, University Police, and other on campus departments and off campus agencies.</p> <p>12. Perform additional duties as assigned</p>
<p>• <u>Periodic:</u></p> <p>1. N/A</p>

Education

Required	Preferred
Bachelor's degree	Master's degree

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Three years of experience in a college/university setting providing direct service to students.	Direct student conduct experience in a university/college setting.
Two years of experience as a Graduate Assistant in a college/university setting providing direct service to students may be substituted for one year of experience.	Experience as a Graduate Assistant in counseling, student conduct or social work.

Equipment

Required	Preferred
Skilled in the use of all standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment	N/A

Supervision

Received	Given

General instructions and supervision on policy matters.	None
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Accuracy

Proficiency in all phases of work performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.