ABOUT THE DEAN OF STUDENTS OFFICE

We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services, and resources that challenge and support the students, parents/families, staff, and faculty of The University of Arizona. [http://deanofstudents.arizona.edu/about/join-ua-dean-students-office](http://deanofstudents.arizona.edu/about/join-ua-dean-students-office)

SUMMARY JOB DESCRIPTION

Reporting to the Assistant Dean, Student Assistance & Accountability, the Senior Coordinator for Student Accountability will provide thoughtful expertise to support the Dean of Students Office (DOS) mission. The Senior Coordinator for Student Accountability is responsible for adjudicating cases in the Student Code of Conduct process; the caseload includes threatening and/or disruptive behavior, substance use and abuse, and Title IX investigations. The Senior Coordinator for Student Accountability will adjudicate student organizational cases within the Dean of Students Office and provide direct advising to the Greek Standards Board and/or the Club and Organization Standards Board. The Senior Coordinator for Student Accountability will serve as a liaison for the DOS with campus partners as it relates to the success of our students.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include, but are not limited to:

- Investigate and adjudicate potential violations of the Student Code of Conduct and assign developmentally appropriate sanctions, as necessary
- Thoroughly document all aspects of investigations/adjudications by keeping accurate notes, maintaining documents and relevant information, producing investigative findings and writing investigative reports, as necessary
- In consultation with the Assistant Dean, assess and respond to incoming referrals and reports by analyzing and prioritizing cases, issuing interim and remedial actions, and consulting with faculty and staff regarding student behavior
- Advise students of the University of Arizona Diversion Program which allows students to have certain criminal misdemeanor charges dismissed after the completion of university sanctions
- Support all students involved in the Student Code of Conduct process through: respectful interaction; providing accurate and clear information; active interest in hearing the students’ perspective; and showing concern for the students’ well-being
- Present cases to the University Hearing Board, as necessary
- Use an electronic database system (Advocate) to monitor, manage, and maintain information related to Student Code of Conduct cases and the UA Diversion program
- Serve as a resource regarding relevant university policies and procedures for students, faculty, staff, parents and other community members
- Make appropriate referrals and assist students with various administrative and assistance options available on campus
- Assist the Assistant Dean to manage disruptive student behavior
- Oversee the development and delivery of educational programs and presentations for faculty, staff, and students to showcase DOS resources, inform about health and safety procedures, and promote personal responsibility and awareness of the Student Code of Conduct
• Produce reports and proposals, including but not limited to, progress reports, annual reports, and student service fee proposals
• Establish and maintain effective working relationships with campus departments including, Counseling and Psych Services, University of Arizona Police Department, Fraternity and Sorority Programs, Disability Resource Center, Residence Life, and the Office of Institutional Equity
• Provide communication (written and verbal) to campus partners regarding student accountability
• Conduct research and benchmarking activities, as necessary
• Represent DOS on university committees and at campus functions
• Develop strategic goals for Student Accountability in conjunction with DOS and other campus colleagues
• May oversee a Graduate Assistant for Student Accountability and assist them with progressive case management as they develop skills in case adjudication
• Other duties and projects as assigned

QUALIFICATIONS

Minimum
• Master’s degree in Higher Education or other relevant field
• Two years of Student Conduct (or similar) experience
• Experience providing support to individuals who experienced personal trauma or victimization
• Demonstrated and effective communication skills
• Strong presentation/public speaking skills
• Ability to effectively prioritize and successfully perform duties autonomously/independently, as well as using a team approach, in a high traffic and multi-tasked work environment
• Knowledge of applicable State and Federal laws including VAWA, Title IX, Title II, FERPA etc.
• Strong writing skills
• Well-developed skills in organization, time management, analytical reasoning and decision making
• Strong interpersonal skills with the ability to remain neutral in trying circumstances
• Demonstrated knowledge of student development theory and of major trends and issues around college students needs including factors that promote student success, retention, and graduation
• Demonstrated ability to work effectively with multiple departments, organizations, faculty, staff, and students in sensitive and complex situations
• Knowledge of the complexities surrounding student transitions in a college setting
• Demonstrated commitment to the academic and personal development of students
• Experience in effectively managing highly confidential and sensitive matters

Preferred
• Three or more years of Student Conduct experience
• Experience investigating allegations of discrimination/harassment
• Experience writing comprehensive investigative reports
• Experience designing educational materials and outreach
• Responsibility for case management or crisis management or related experience
• Experience investigating and adjudicating cases involving student organizations
• Experience advising student groups
• Demonstrated commitment to, and experience, working with diverse populations
• Demonstrated ability to promote self-responsibility and high ethical standards among students
• Understanding of UA campus resources
• Evidence of commitment to continuous professional development; active membership in ASCA, NASPA, ACPA, ATIXA or other relevant professional associations