|  |  |
| --- | --- |
| West Chester University Logo | **WEST CHESTER UNIVERSITY**  **invites applications for the position of:**  **18-34 Assistant Director, Office of Student Conduct (SUA 3)– Student Affairs Division** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **SALARY:** | Not Displayed | | **OPENING DATE:** | 08/08/2017 | | **CLOSING DATE:** | 09/04/2017 | |
| **POSITION SUMMARY:** |
| Join a vibrant campus community whose excellence is reflected in its diversity and student success.  West Chester University of Pennsylvania seeks applicants for the position of Assistant Director within the Office of Student Conduct Assistance.  This position will work under the direction of the Director of the Office of Student Conduct to provide support to four key student conduct areas: campus investigation and adjudication, training/recruitment, compliance/assessment, and alcohol, tobacco, and other drug related issues.  **Primary Areas of Responsibility:**  Campus Investigation and Adjudications   * Serve as a University Hearing Officer with a focus on upper level cases (e.g., serious/recurring, alcohol/drug cases). * Assist with ATOD-related programs and initiatives. * Serve as an expert on ATOD issues and provide support and training to other Hearing Officers on this topic.   Training/Recruitment   * Prepare the training manuals and related materials. * Recruiting, selecting, training, advising, and support University Hearing and Appeal Boards. * Create and participate in outreach programs and presentations targeted to various groups, including staff and students from the following areas: Public Safety, Residence Life, New Student Programs, Academic Development Program (ADP) Peer Mentors, Fraternity and Sorority Student Conduct Board members. * Provide evaluative feedback to the Director of Residence Life regarding staff (Resident Directors, Graduate Hall Directors and Graduate Assistants) performance with protocol and procedures. * Serve as a key staff member to answer questions and interact with parents, faculty, legal counsel and federal agents. * Serve as a resource to students, staff and faculty on the interpretation and implementation of University policies, as defined by the Student Code of Conduct.   Compliance/Assessment   * Coordinate compliance for outstanding sanctions. * Coordinate assessment activities for the office, including the compilation of annual statistics, as well as evidence of student learning outcomes for both the conduct process and training initiatives. * Assist with compliance of Title IX and Clery Reporting.   Administrative Tasks   * Assist with the annual process of revising and distributing the Student Code of Conduct that is forwarded to Legal Counsel and Director of Publications for review; once revisions are approved, work directly with Graphics and Printing to coordinate the printing of the updated publication. * Solicit agencies who agree to utilize University students in fulfillment of disciplinary sanctions. |
| **MINIMUM QUALIFICATIONS:** |
| * Master's degree required in relevant field (e.g., student affairs, higher education, counseling). * Minimum of three years of related experience. * Strong verbal and written communication skills. * Knowledge of and experience working with ATOD and sexual misconduct issues. * Experience with designing and implementing training programs. * Evidence of ability to successfully collaborate with a variety of key departments and constituents (e.g., Residence Life, Public Safety, Wellness Promotion).   **PREFERRED QUALIFICATIONS:**   * Experience with Maxient or similar conduct software program. * Facilitating training in Sexual Misconduct Title IX requirements. * A demonstrated commitment to campus equality and social justice. |
| **SPECIAL INSTRUCTIONS:** |
| Apply by on-line application at <http://agency.governmentjobs.com/wcupa/default.cfm> Electronic application allows for cover letter and resume attachments (required). References with contact information will be required prior to interview. Deadline for applications is September 4, 2017.    Developing and sustaining a diverse faculty and staff advances WCU's educational mission and strategic Plan for Excellence. West Chester University is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.   ***All offers of employment are subject to and contingent upon satisfactory completion of all pre-employment criminal background and consumer reporting checks.*** |