



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

POSITION: Assistant Director of Student Rights and Responsibilities

EEO# SA 7-16

RESPONSIBILITIES:

Assist in the administration of the university's disciplinary process for undergraduate and graduate students for cases of academic and non-academic misconduct. Investigate allegations, serve as a hearing and mediation officer, and issue sanctions as appropriate. Serve as liaison to internal and external constituencies. Conduct professional and paraprofessional training. Enter and maintain records in compliance with Student Rights and Responsibilities (SRR) and university policies. Participate as a member in the institution's 24/7 Dean On-Call system and attend regularly scheduled training.

Specific Duties:

Hearing & Mediation Officer (60%)

- Assist in the receipt of complaints and investigation of allegations of student conduct
- Serve as a hearing officer for administrative resolution of cases of student and group/organization misconduct; mediate assigned cases involving student conflict
- Determine responsibility for allegations of misconduct; issue university-level sanctions as appropriate
- Write follow-up letters, finalize cases, and complete records in data management system
- Monitor completion of sanctions issued through the disciplinary process
- Counsel students in academic, personal, and disciplinary matters

Administrative Duties (35%)

- Meet regularly with key constituencies regarding shared concerns
- Provide outreach to university offices regarding office policy and procedures and university protocols
- Provide ongoing training of policies and procedures to faculty and staff in university offices and schools
- Aid in the development and coordination of training for paraprofessional staff
- Aid in office assessment efforts in accordance with SRR and Divisional standards
- Periodically engaging with student(s) in dining facilities
- Communicate to internal and external constituencies
- Develop and facilitate prevention initiatives for campus subpopulations
- Support university officials in collecting federally-required information

Other Duties (5%)

- Serve as "dean on-call" in 24-hour emergency on-call rotation; respond to crises involving students; assist in development of protocols
- Assist in the review and development of university policies related to student conduct
- Assist in the editing of office publications, including the SRR website and Code of Student Conduct
- Other related duties as assigned incidental to the nature of the position or appropriate to the missions of the Office of Student Rights and Responsibilities, the Dean of Students Office, the Division of Student Affairs, and the University

QUALIFICATIONS:

Preferred Minimum Qualifications

Master's degree preferred from an accredited institution of higher education in student services, counseling, or related area. Three (3) years of relevant experience in a higher education or related setting. A background in advising/counseling students and prior work administering student conduct processes is preferred.

Specific Skills and Competencies:

- Excellent verbal and written communication skills, critical-thinking skills, use of sound judgment
- Knowledge of university disciplinary systems and relevant legal issues
- Commitment as a hearing officer to an unbiased/neutral perspective until preponderance of evidence supports an opinion
- Strong attention to accuracy and detail
- Proficiency with Mac platform and Microsoft Office applications; experience with StarRez and Banner strongly preferred
- Ability to strategically and sensitively ask questions, evaluate responses, weigh information, and determine responsibility, with an eye toward maximizing educational opportunities consistent with university philosophy
- Skills relevant to establishing and maintaining successful partnerships with alumni, parents, faculty/staff, administration, members of the community, and other stakeholders
- Ability to interpret data, distinguish nuances, and evaluate multiple courses of action
- Ability to take initiative, balance multiple projects, set priorities, and work autonomously yet also as a member of a team
- Ability to communicate difficult/sensitive information

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: June 1, 2017

APPLICATIONS:

Applicants should send a cover letter, resume, and the names and contact information of three references to Carl Tapo, Interim Director, Office of Student Rights and Responsibilities, P. O. Box 43671, Lafayette, LA 70504, or via email to studentrights.responsibilities@louisiana.edu.

List date: March 31, 2017

Pull date: April 22, 2017

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