TITLE OF POSITION/RANK: Associate Director for Student Conduct

DEPARTMENT: Office of Residential Life, Rose Hill

RESPONSIBILITIES:

- Leads Fordham University Rose Hill’s comprehensive educational student conduct process. Assures that the residential living learning community is fully-educated on community standards in preparation for responsible citizenship in the residence halls, on campus, and in service to the larger society;
- Trains staff and through them educates the larger student body on community standards, teaching staff required skills and tools related to education through the conduct process including instruction of students on community standards, confrontation skills, conduct of educational hearings, educational sanctioning, and follow-up;
- Develops and continuously improves published documents communicating the community’s standards for personal conduct and tracks learning outcomes associated with these standards;
- Holds educational hearings with students in major student conduct cases as assigned by the Assistant Dean of Students and Director of Residential Life and/or the Dean of Students;
- Trains undergraduate staff on reporting procedures to professional hall staff members and professional staff on reporting procedures and response to public safety reports, assuring that all cases are handled in an educationally-focused, appropriate, and timely manner;
- Liaison with the Department of Public Safety and other relevant areas;
- Designs, integrates, and assesses student learning outcomes through conduct, assessment, and relevant staff performance statistics;
- Designs, manages, and educates staff to assess conduct-related learning outcomes via the online educational conduct management system in order to effectively and efficiently input all cases and compile student conduct, counseling, roommate conflict, and transport statistics on a monthly, semestery and annual basis. Produces semester reports and year-end reports as necessary;
- Maintains conduct summary statistics, probation lists, banned student lists, and sanction lists mainly in the Symplicity Advocate conduct management system;
- Teaches staff to serve as Administrative Support Persons for student complainants and respondents through the Campus Assault and Relationship Education process used to handle sexual misconduct cases;
- Educates parents related to community standards and expectations, fielding parent inquiries related to student conduct, roommate conflicts, crises and/or counseling situations;
- Collaborator with the Associate Director for Substance Abuse Prevention and Mental Health and with Counseling and Psychological Services, making appropriate referrals as necessary to educate students on life skills, self-care, and for support;
- Chairs the Student Concern Conference, a multi-division information-sharing and risk management body and assists in educating the community on the handling of students in crisis, and coordinates student follow-up among Resident Director staff;
- Trains professional and undergraduate staff to properly respond to campus emergencies and responds to after-hours emergencies as needed and/or as part of on-call administrator rotation supporting campus professional duty staff;
- Collaborates with the administrative team in the Office of Residential Life to keep fellow staff members apprised of student conduct concerns, roommate conflicts, crises and/or counseling situations;
- Assists the Assistant Dean of Students and Director of Residential Life in the development and presentation of short and long-term goals for the Office of Residential Life and other duties;
- Serves on committees as assigned, including Strategic Planning Committees, etc.;
- Serves as emergency response for on duty staff through calendar year;
- The ADSC oversees and supervises two Graduate Interns, one for Student Conduct and the other for CARE (Campus Assault and Relationship Education) to update databases, trackers, and providing outreach and programming opportunity;
- The Associate Director is a leading element of the administrator on call rotation for Residential Life supporting duty Resident Director staff on campus and is provided University Housing to assist with immediate response (by telephone and/or in person) to campus emergencies.
QUALIFICATIONS:
- Master's Degree preferred, preferably in Higher Education, Education, Counseling, Student Personnel or a related field.
- A minimum of two years’ experience in Student Affairs, preferably in Student Conduct practice in Residential Life, is required. Three to five years’ experience in Residential Life is preferred.
- The position requires thorough knowledge of Residential Life functions within a university, as well as a commitment and appreciation for the liberal arts, Jesuit, and Catholic tradition.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Maureen Segota
msegota@fordham.edu

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