



### Job Description

<b>Position Title</b>	Manager, Campus Community Development
<b>Department</b>	IESA (Institutional Effectiveness and Student Affairs)
<b>Reporting To</b>	Vice President, IESA
<b>Date</b>	May 2017
<b>Type of Position</b>	Full-Time

#### **POSITION DESCRIPTION**

The Manager for Campus Community Development will be responsible for developing a safe and welcoming campus environment for student success based on the Yohsin principles of service, respect, passion, beauty and excellence. The Manager will provide a leadership role in the development and implementation of university-wide policies, procedures, trainings and education related to student conduct. S/he will also be responsible for managing and maintaining student conduct issues.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Proactively engage in activities that foster a welcoming environment
- ✓ Administer the student conduct process in a consistent and developmental manner as a member of a collaborative team
- ✓ Partner with campus departments to provide education resources for students on community standards and expectations
- ✓ Develop, coordinate and implement student conduct processes that are in compliance with Habib University's Student Code of Conduct
- ✓ Advise, counsel and consult with the University community regarding student conduct and community standards process, and student disciplinary matters
- ✓ Assist in the supervision, training, development, and evaluation of staff
- ✓ Participate in university committees, professional conferences and organizations
- ✓ Assist with advising students and student groups about disciplinary options for dealing with problems caused by student behavior within the University
- ✓ Hear, investigate and rule upon complaints of violation of the University's Student Code of Conduct in all disciplinary and academic matters
- ✓ Design programs and public awareness campaigns to educate students, faculty and staff about the University's Code of Conduct and the consequences of behavior that violates the Code, and provide outreach to the campus community
- ✓ Maintain and compile statistics for the Office of Student Conduct
- ✓ Investigate and resolve issues which do not rise to a level of a code violation, but require educational conversation and follow-up
- ✓ Assist with recruiting, training and advising the internal decision-making bodies
- ✓ Maintain and update the University's Code of Conduct on relevant internal and external media
- ✓ Hire, supervise and train campus safety officers

The Manager should also have:

- ✓ Knowledge, experience and understanding of student development and the co-curricular educational process
- ✓ Experience working with individuals who may be in distress and/or handling difficult interactions
- ✓ Commitment to a diverse work environment, including working with multicultural populations and an understanding of, and sensitivity to, issues affecting women and minorities
- ✓ A high degree of personal/professional integrity, respect for privacy and confidentiality, a sense of ethics, and a commitment to educating students

#### **REQUIRED JOB SPECIFICATIONS**

<b>Required Qualification</b>	<ul style="list-style-type: none"><li>✓ Preferably a Masters' degree in the areas of, or similar to, Student Affairs, Counseling and Psychology</li><li>✓ Bachelors' in the areas of, or similar to, Student Affairs, Counseling and Psychology</li></ul>
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Required Experience	✓ 2-3 years of experience in a higher education work environment
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<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills (verbal and written)	High
2.	Problem solving skills	High
3.	Interpersonal skills	High
4.	Conflict resolution	High
5.	Mediation	High
6.	Judgement and decision-making	High
7.	Organizational skills	High
8.	Time management skills	High
9.	Counseling and advising skills	High