



### Job Description

Position Title	Manager Community Standards
Department	Student Affairs
Reporting To	Head Student Affairs
Type of Position	Regular

#### **POSITION DESCRIPTION**

The incumbent is primarily responsible to coordinate disciplinary hearings, maintain disciplinary records and oversee the selection and training of judicial bodies- student Advocacy Committee, and Community Adjudication Board.

He/She will help build communities that are respectful of diversity and understand the ethics, norms and values at Habib University and adhere to them

The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. It is crucial that the individual be able to relate well to others and handle administrative responsibilities.

He/she will also actively assist with other programs, events, and services administered through the Office of Student Life/Affairs and will have the opportunity to be involved in a wide range of Student Life programs and events.

The Office of Student Conduct aims at incorporating the philosophy of promoting student development while upholding the conduct standards; awareness of global empathy related to student rights and responsibilities, restorative justice, conflict management, writing goals and objectives, and conducting assessments, to help students make informed decisions in their Yohsin experience. The office also strives to instill the Yohsin attributes in students through various programs.

#### **DUTIES AND RESPONSIBILITIES**

##### **Responsibilities**

The duties and responsibilities of this position include, but are not limited to, the following categories/ functions:

##### **Administrative/ Process Conduct Cases:**

- ✓ Serve as an investigator and hearing officer for adjudication of allegations of misconduct both the academic and non-academic under the Code of Student Conduct and Community Standards,
- ✓ Serves as a resource and consultant in the resolution of all campus conduct and discipline cases as requested by staff, students and faculty,
- ✓ Represents the university in student conduct matters with local, and state, law enforcement agencies, (just in case)
- ✓ Arrange special hearings involving students facing suspension or expulsion; with the Management/ Conduct Committee,
- ✓ Resolve incidents with students through individual meetings from a student development perspective, which fosters personal growth, intellectual development, and civic responsibility,

##### **Publications and Communications:**

- ✓ Prepare various publications/policies/ web info about the Code of Conduct for students and staff as needed, and also updating them,
- ✓ Prepare student conduct handbook, policies applying to campus activities, student organizations and students, and other policy/procedure related materials,

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- ✓ Establish policies pertaining to the listed violations and sanction in light of HU values and norms, working closely with the University Policy Committee,
- ✓ Research to develop and implements system of assessing the quality and effectiveness of student conduct programs; establishes ongoing quality improvement methods following the best practices,
- ✓ Manages the overall administration of student disciplinary records, including responding to requests for notices of disciplinary actions/sanctions, clearances, appeals, etc.
- ✓ Assist with regular training for University staff who are authorized to respond to student disciplinary matters, including Residence, and other Student Affairs staff,

**Education and Training:**

- ✓ Being sensitive and responsive to the diverse needs of students, faculty, and staff, with a high degree of cultural competency and collegiality,
- ✓ Educating Student Community about the Conduct Policies, SOPs/TORs and Consequences,
- ✓ Develop a supportive multi-cultural environment through on-site community programming and contact with students and staff
- ✓ Work with students who are alleged to have violated the Code of Student Conduct and educate them about their rights and responsibilities on campus
- ✓ Develops and recommends campus policies, regulations, and procedures relating to student rights, conduct, discipline, and related matters through extensive research and consultation; coordinates campus wide distribution and publicity, and oversees compliance.

**Other duties as assigned.**

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"> <li>✓ Master's degree in Education/ Law/counseling/ psychology/ social sciences with two years of experience</li> <li>✓ OR bachelor's degree in Law/ Education and equivalent, with four Years of Experience.</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>✓ Experience in student conduct or student affairs, working with conduct boards or related work experience.</li> <li>✓ Experience working with diverse groups.</li> <li>✓ The incumbent will have access to confidential information regarding students, thus demonstrated experience in the exercise of discretion and confidentiality is required</li> <li>✓ Prior experience with student handling in college/University setting is preferred.</li> </ul>

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Problem Solving	High
2.	Interpersonal communication and negotiation skills	High
3.	Excellent organizational and time management skills	Medium
4.	Interest in working with diverse groups	Medium
5.	Conflict Resolution	High
6.	Writing Skills	High
7.	Knowledge of Microsoft Office (Word, Excel, Outlook).	High

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