

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, STUDENT CONDUCT

Reports To: Designated Supervisor

UW Job Code: 3521

UW Job Family: 35 – Student Services Management Support

SOC Code: 21-1012

FLSA: Exempt

Pay Grade: 22

Date: 10-1-19

JOB PURPOSE:

Provide assistance to the Assistant Dean of Students by coordinating policies, procedures, and programs related to student conduct, behavior, and personal concerns. Implement the university conduct program in a manner that encourages students to acknowledge responsibility for their actions and assist them in learning behaviors that will benefit their success as students and members of the larger community. Responsible for the day-to-day operations of the student conduct process and case management. Serve as the primary investigation lower level Code of Conduct concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage caseloads that include university Code of Conduct and UWYO Cares student concerns. Conduct related information gathering, educational conversations and formal conduct meetings.
- Communicate professionally and in a timely manner with various audiences.
- Maintain case records and appropriate confidentiality.
- Serve as a university resource for students, faculty, and staff regarding the student conduct process, university policies/processes, and the Dean of Students Office services and programs.
- Assist in the coordination of training for process advisors and hearing officers.
- Assist in outreach and training with campus partners and student organizations.
- Collaborate with campus partners to develop and/or lead new sanctions, including workshops, service opportunities, etc.
- Provide formal and informal opportunities for student conflict resolution.
- Contribute to the annual Student Code of Conduct review and update process.
- Analyze and report on student conduct patterns and trends at the university and across the higher education landscape. Support and encourage best practices.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.

COMPETENCIES:

- Attention to Detail
- Formal Presentation Skills
- Sensitivity
- Consistency
- Analysis/Problem Identification
- Integrity

MINIMUM QUALIFICATIONS:

Education: **Master's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication methods and techniques.
- Computer applications used in the area, such as Microsoft programs (Word, Excel, Access, Outlook, PowerPoint).
- Project planning and time management.
- Basic investigative procedures.
- Conduct intake and assessment.
- Demonstrate discretion, tact and diplomacy when responding to extremely confidential and sensitive information.
- Demonstrated experience with and commitment to working effectively with individuals with diverse backgrounds in support of an inclusive and welcoming environment.
- Demonstrate good judgment and solve problems effectively.
- Set priorities, meet deadlines, and manage project work effectively.
- Perform basic, routine, and advance records maintenance.
- Create and/or edit basic, routine, and advanced written materials and documents including reports.
- Assist with the review and development of new or modified policies applicable to the area.
- Ability to work effectively both independently and as part of a team.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.