

## **ASSISTANT DIRECTOR, STUDENT LIFE**

### **DEFINITION**

Under management direction, responsible for overall campus student conduct process including: Investigate and adjudicate complaints regarding student behavior within or directly related to the college community. Coordinate the development, review, dissemination and implementation of student standards of conduct. Assist in developing and/or revising board and administrative policies related to student discipline. Advises the college administration regarding student discipline and conduct issues, regulatory procedures, judicial issues, and state and federal laws pertaining to students' due process rights and legal procedures. Develop, implement and monitor strategies to achieve a campus environment that encourages collegiate civility and standards of conduct.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Student Life. Exercises general direction over administrative student conduct support staff and supervision/advisement of Associated Student Government Student Court.

### **CLASS CHARACTERISTICS**

This is a department manager classification that takes the lead and participates in all judicial/student discipline areas of the Student Life Department, including short and long-term planning, development and implementation of student conduct programs, and administration of discipline policies, procedures, and services. This class provides assistance to the Director of Student Life in a variety of coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy, college policies and procedures, standards of conduct, judicial procedures, and general investigative and evidentiary procedures. Responsibilities include coordinating the student discipline activities of the department, collaborating with departments and outside agencies, and responding to complex and varied functions of the student discipline are of the department. The incumbent is accountable for accomplishing state, federal, and district compliance and operational goals and objectives. This class is distinguished from the Director of Student Life in that the latter oversees the programming, administration, and supervision of all program areas of the Student Life Department.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Investigates and adjudicates complaints regarding student behavior within or directly related to the college community; establishes deadlines for completing adjudication process and procedures; meets with students to gather data, establish timeline of events, and determines findings; completes reports and forms; attends and presents cases at student disciplinary hearings.
2. Interprets and applies State and Federal laws such as FERPA and Title IX, to student discipline records, governance, and disciplinary processes; implements, interprets, and updates student disciplines policies and procedures.
3. Coordinates the development, review, dissemination, and implementation of Standards of Conduct and provides training to faculty, staff, and administrators on student misconduct reporting procedures.
4. Forecasts and sets program goals to achieve desired student learning outcomes including implementation of character and moral development intervention strategies, workshops, and presentations, and materials.
5. Attends meetings, advises, and trains student leaders on student court regarding discipline hearings and sexual assault policies.
6. Consults and collaborates with key members of the college community, including but not limited to,

students, faculty, staff, Public Safety, Human Resources, Student Services Managers, and the Vice President, Student Services.

7. Assists with department's response to difficult and sensitive public inquiries and complaints, development of resolutions, and recommendations for alternatives.
8. Collaborates with Title IX Coordinator, Public Safety, and Behavior and Wellness Team as it relates to student discipline and student behavior concerns.
9. Supports the advancement of the Student Life Office and the Dean of Student Services.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Judicial/discipline principles, practices, and procedures including: advising, counseling, conflict management, goal setting, program development, presentations, professional correspondence, record keeping, report writing, and student development theory.
2. Federal, State, and local laws, regulatory codes, ordinances and procedures relevant to student life and student judicial matters such as FERPA and Title IX.
3. Modern office practices, methods, and computer equipment and applications.
4. English usage, spelling, vocabulary, grammar, and punctuation.
5. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
6. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. Maintain highly confidential discipline files and records.
2. Maintain confidential computer database and tracking system for all disciplinary cases.
3. Collect and analyze data, prepare reports for the academic community, and federal agencies.
4. Maintain knowledge of state and federal laws pertaining to higher education and student judicial matters such as FERPA and Title IX.
5. Develop and implement effective intervention strategies for sanctioned students.
6. Develop and maintain efficient office procedures to ensure fair, consistent, and timely response to allegations of violations of college standards of conduct.
7. Develop protocols and working relationships with offices that interface directly with the judicial process.
8. Review and revise Mt. SAC student disciplinary policies and procedures.
9. Prepare students for academic success by articulating college Standards of Conduct and expectations and developing educational outreach for academic integrity issues.
10. Promote responsible and ethical community-minded behavior.
11. Establish work priorities to meet program goals.
12. Instruct students on standards of conduct and character development intervention strategies.
13. Works with Associated Students Government to ensure successful development and implementation of Student Court.
14. Collaborate with appropriate offices such as Vice President, Student Services, Public Safety, and Human Resources to ensure compliance of complex legal and liability standards.
15. Serve on college committees relevant to Behavior and Wellness and Title IX.
16. Advise, provide guidance, prepare, and deliver presentations on issues pertaining to judicial affairs.
17. Attend and participate in professional group meetings and various District committees and advisory groups.

18. Stays abreast of new trends and innovations in the field of student discipline and other programs and services as they relate to the area of assignment.
19. Maintain and oversee the maintenance of official student discipline files.
20. Monitor changes in laws, regulations, and technology that affect the District discipline policies and procedures.
21. Respond to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
22. Learn and apply emerging technologies to perform duties in an efficient, organized, and timely manner.
23. Provide a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR) , and provide by applicable law and District policies. Attend District mandated DHR training and participate in DHR investigations, as directed. Prevent discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
24. Perform other related duties as assigned by the Director of Student Life.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Master's degree from an accredited four (4) year college or university in a related field of education; a minimum of three (3) years of progressively responsible full-time experience in a higher education student conduct, advising, or counseling setting.

### **Equivalencies:**

A doctoral degree from an accredited four (4) year college or university in a related field of education may be substituted for two (2) years of professional experience.

### **Preferred Qualifications**

Documented experience interpreting and applying student discipline and conduct procedures.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in and walking between work areas is frequently required. Incumbents in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment and in the field and are exposed to loud noise levels, cold and

hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.