Assistant Director for Student Conduct
Residential Education and Housing Services

POSITION SUMMARY

The Office of Student Conduct, a unit of the Dean of Students Office, is housed within the Department of Residential Education and Housing Services (REHS). REHS fosters safe, inclusive and educational residential environments and intentionally challenges and supports students to embrace global citizenship, civility, and self-accountability both on and off campus. Through engaging events and meaningful interactions, REHS, promotes the holistic development of all students from the perspective of a liberal arts education.

The Assistant Director of Student Conduct is an 11-month position responsible for the overall administration of the College’s student and conduct system, both on and off campus. The Assistant Director will provide direct supervision and leadership to campus hearing officers from various areas of campus and assist in the coordination of the campus response to conduct related matters. The Assistant Director will also ensure that the College remains in compliance with Federal and State Law by participating in committees across campus and updating conduct policies and procedures accordingly.

The Assistant Director reports to the Assistant Dean/Director of Residential Education, Housing Services, and Student Conduct and serves as a member of the Student Affairs Team.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Oversight of ALL aspects of our student conduct process, including, but not limited to:

- Coordinate the campus response to on- and off-campus conduct and adjudicate cases as appropriate
- Assemble and train all hearing officers with assistance from other members of the REHS team
- Maintain conduct records and conduct software program databased (including conduct holds and sanction follow-up) in accordance with the College’s Record Retention Policy
- Assign all conduct cases to the appropriate hearing officer and follow-up where needed
- Advice and provide training to Honor Board (student peer review board)
- Provide ongoing training to all members of Conduct Councils, with an emphasis on training the chair of the Council, for cases where the suspension or expulsion may be an outcome
- Provide ongoing training and assistance to RAs, RDs, and ProStaff with the regard to their roles in enforcement of the Code of Student Conduct
- Respond to all queries regarding student conduct records
- Create yearly conduct, assessment, and trend analysis reports
- Remain abreast of current laws and best practices related to student conduct
- Work with the Office of Student Leadership, Involvement, and Community Engagement to address conduct concerns with student and Greek organizations
- Work collaboratively with the Title IX Office to assist matters as needed and directed by the Title IX Coordinator
- Work collaboratively with the faculty to support the Academic Ethics violations process
• Work with General Counsel when necessary, especially in cases where litigation may be involved

In addition to the above conduct related responsibilities, the Assistant Director will have limited responsibilities within the Department of Residential Education, Housing Services and Division of Student Affairs. Those responsibilities include, but are limited not limited to:

• Serve as a member of the College’s Clery Team and provide timely, accurate and complete data for Clery reports
• Serve as a member of the College’s Alcohol and Other Drugs Committee
• Assist with the management of the day-to-day operations of the department, development and implementation of annual goals, training initiatives, and objectives
• Identify students with personal, social, academic or disciplinary problems and assist them with such problems conscientiously and appropriately either directly or through referral to the Emmons Wellness Center or other community resources
• Available to work evenings and weekends as needed
• Participate in activities and programs of the Division of Student Affairs, and the college as needed
• Attend important campus community events (Orientations, Convocation, Graduation)
• Serve on Campus committees/task force as needed
• Other duties and responsibilities as assigned

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

• Master’s Degree required in higher education administration, student development, counseling or related field
• Strongly knowledge and experience in judicial affairs is required and a preference for Clery experience
• Strong leadership ability and excellent communication/organizational skills is a MUST for this position
• Two years of professional experience in judicial affairs within a residential community is preferred
• Understanding of restorative justice and best practices for using RJ in student conduct preferred
• Experience with the Maxient software system is preferred

COMPENSATION

• Competitive salary and full benefits package (domestic partner benefits available)
• Professional development funding
• Partial Meal Plan to be used in campus dining facilities

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.