



Position Title: Director of Student Conduct
Department: Student Affairs
Supervisor: Dean of Students
Position Duration: 12 months
Hours of Work: 35 hours/week; some evening and weekend work required

MISSION:

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

DEMONSTRATED KNOWLEDGE, SKILLS & ABILITIES INCLUDE:

- Experience with student conduct; interviewing and investigating; training students, staff and faculty; budget management.
- Ability to analyze complex situation, exercise sound judgement, and apply policies and procedures.
- An understanding of current issues in student conduct, trends in higher education, and federal compliance.
- Ability to effectively work with all College constituents including students, faculty, and staff as well as parents and other outside entities.
- Experience in working with diverse student populations.
- Strong interpersonal, oral, and written communication skills.

DUTIES AND RESPONSIBILITIES:

This position is responsible for overseeing daily operations of the student conduct process which includes, but is not limited to:

1. Conducting investigations into alleged violations of the Student Code of Conduct.
2. Reading all incident reports, determining charges, and delegating cases.
3. Facilitating all hearing and appeal boards.
4. Recruiting, selecting and training hearing board members.
5. Conducting regular trainings for hearing and appeal hearing boards.
6. Providing educational opportunities/programs to the campus community.
7. Maintaining accurate records and database management.
8. Compiling and reporting annual crime statistics in accordance with the Clery Act.
9. Overseeing the implementation of the conduct mentorship program.
10. Serve on the College's Care Team.
11. Performing other duties as assigned.

SUPERVISION:

Supervise the Assistant Director of Residence Life & Student Conduct. Possible supervision of work study students.

QUALIFICATIONS:

A successful candidate will have earned a Master's Degree in College Student Personnel, Higher Education Administration, or related area; have one to three years of progressive responsibility in Student Conduct, or related area; and have supervision experience. Outstanding organizational, leadership, management, supervisory, programming, interpersonal, oral and written communication, advising, and problem-solving skills; high degree of energy; sensitivity to the academic and personal needs of college students; understanding of liberal arts education; enthusiasm for teaching and learning that goes beyond the classroom.

PHYSICAL ENVIRONMENT:

Office duties conducted within a professional office setting with the need to access campus buildings with stairs and complete campus errands. Regular computer keyboard use. Some light to medium lifting (15-20 lbs.) may be required.

To be considered for this position please submit a cover letter, resume and salary requirements to careers@ndc.edu