Student Services Manager 5 (Senior Director of the Office of Student Conduct)

Penn State is searching for a motivated, dedicated, and experienced leader to assume the role of Senior Director of the University’s Office of Student Conduct. The Office of Student Conduct (OSC) is a complex, dynamic, and impactful unit within Student Affairs consisting of 18 professional staff members and one graduate student. The OSC, with supervision from the Senior Director, collectively oversees the student and student organizational conduct processes and the University’s Code of Conduct at the University Park Campus as well as at the 23 additional campuses across the Commonwealth and online. The University’s Code of Conduct applies to approximately 96,000 enrolled undergraduate, graduate and professional (i.e., medical and law) students as well as to all recognized student organizations. The OSC is comprised of the Senior Director, three associate directors, four assistant directors, two case managers, two investigators, six administrative staff, and a half-time graduate assistant and annually manages approximately 2,700 cases at University Park and oversees the management of an additional 700 cases at the campuses across the Commonwealth. The Senior Director provides leadership regarding complex legal and regulatory issues and works closely with many on- and off-campus partners including the Office of Sexual Misconduct Prevention and Response, University Police, Residence life, Counseling and Psychological Services, Student Care and Advocacy, the Gender Equity Center, the Title IX Coordinator, the Center for Sexual and Gender Diversity, General Counsel, Student Activities, Fraternity and Sorority Life, Fraternity and Sorority Compliance, Affirmative Action, local police agencies, and Centre Safe, the local dating and domestic violence resource center. The Senior Director reports to an Assistant Vice President for Student Affairs. Responsibilities include: directing day-to-day operations of the University’s conduct process, which may include serving as a case manager for the most serious cases; frequent consultation with staff regarding case management; assuring that all cases are heard in a fair, equitable, and timely manner; overseeing the management of the administrative functions of the office; Supporting continuous improvement of the conduct process by implementing active assessment practices; developing policy consistent with local, state and federal law and guidance; ensuring compliance with federal and state laws and mandates, including Title IX, Clery, and Violence Against Women Act (VAWA); overseeing and directing investigations into alleged student and student organization violations of the code of conduct; guiding the training of Residence Life Staff, Residence Life student leaders and other institutional staff and faculty on conduct-related matters; guiding the training of at least one conduct designee at each Commonwealth Campus; coordinating and overseeing the production of publications related to the Code of Conduct, other institutional policies and OSC, both in print and online; compiling reports and analyzing data and trends as needed and appropriate; serving as a member of the University’s Behavioral Threat Management Team; working with other staff to provide training to student, faculty, and staff hearing officers and managing a budget of approximately $850,000. Typically requires a Master’s degree (Doctorate preferred) or higher plus eight years of related experience, or an equivalent combination of education and experience. A degree in Higher Education Administration or College Student Personnel is strongly preferred. Experience with restorative justice and mediation is preferred. The candidate must have experience working in a student conduct related setting. Qualifications include: understanding Student Affairs roles and a commitment to a developmental model of student conduct; organization, leadership, assessment and crisis management skills; the ability to address challenging situations with sensitivity and professionalism; a commitment to diversity, equity, and inclusion; thorough knowledge of state and federal legal issues related to higher education and student conduct; knowledge of Clery, Title IX, FERPA and other federal laws and guidance related to student conduct work; strong verbal, written and interpersonal communication skills; ability to manage confidential and sensitive situations; ability to interact comfortably with people across a wide spectrum of diversity; an ability to function as an integral team member within Student Affairs; familiarity with databases and computer software programs; and a commitment to professional ethics and integrity. Review of applications will begin February 16, 2020.
Apply online at https://apptrkr.com/1781210

CAMPUS SECURITY CRIME STATISTICS: For more about safety at Penn State, and to review the Annual Security Report which contains information about crime statistics and other safety and security matters, please go to http://www.police.psu.edu/clery/, which will also provide you with detail on how to request a hard copy of the Annual Security Report.

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

Copyright ©2017 Jobelephant.com Inc. All rights reserved.

https://www.jobelephant.com/
ejid-c143ef8f422c3c4b92bd9f9434a27899