



## Job Description

**Job Title:** Director Student Conduct & Civility **Grade:** M  
**Department:** Enrollment and Student Services- Central Campus **FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Serves as the primary administrator for student conduct issues by implementing the Student Code of Conduct in compliance with College policies, federal, state, and local laws/regulations, and best practices in the student conduct field. Responsible for the day to day operations of the Office of Student Conduct and Civility, including: receiving student conduct complaints; conducting investigations; conducting hearings and administrative meetings; and maintaining conduct records. Develops recommendations for the improvement of all processes related to these functions. Serves as liaison to College Security, Disability Services, Counseling Services, the Learning Unit, Campus Deans, and ESS Directors. Manages the office budget. Serves as a contact for students involved in conduct issues.

### **Characteristic Duties and Responsibilities:**

1. Reviews and manages student conduct referrals and complaints; advises students of college's policies and Student Code of Conduct; conducts investigations, hearings, and administrative meetings; implements and enforces conduct sanctions.
2. Assists with the development and assessment of student conduct policies, procedures, processes and systems.
3. Consults and provides input on hiring, performance evaluation, training and monitoring work assignments for OSCC staff.
4. Assesses program and learning outcomes, gathers data, reports findings and makes recommendations to the Associate Dean for Educational Support Services.
5. Supports student conduct intervention strategies by tracking, monitoring, and providing appropriate referrals to internal and external resources for students involved in conduct issues.
6. Serves as a member of the CPCC Care Team and supports the Team's threat assessment, intervention, and monitoring efforts.
7. Assists in management of Student Conduct records database.
8. Serves as a resource to the college community on matters related to student conduct; supports and implements classroom management training and other professional development opportunities for faculty and staff; builds collaborative relationships across the College.
9. Perform other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Associate Dean, Educational Support Services  
**Direction Given:** No authority or responsibility for the supervision of other staff



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### **Minimum Requirements:**

Master's Degree from a regionally accredited institution college or university in Student Development or a related field. Two years of full time work experience in student conduct in a higher education setting with a diverse student population.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Ability to use sound judgment, analyze complex situations, and act with discretion in handling highly confidential and sensitive matters  
Ability to implement practical solutions in keeping with college policies  
Ability to manage crisis situations effectively  
Ability to interact professionally and tactfully with people of different levels of education, cultural backgrounds, and life experiences  
Ability to prioritize, solve problems, meet deadlines and maintain confidentiality  
Excellent organizational, interpersonal, verbal, and written communication skills  
Knowledge of College policies; federal, state, and local laws/regulations; and best practices in the student conduct field

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse