



Job Description

Job Title:	Senior Coordinator, Student Discipline	Grade:	J
Department:	Enrollment and Student Services	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:

This position exists to coordinate student discipline efforts, ensuring full compliance with the College's Student Code of Conduct. This position ensures that each complaint is efficiently processed to the point of closure, and that student discipline records are accurately kept. As the liaison with ITS, the position maintains the strong relationships that is critical in keeping the ongoing student discipline database project current; The Senior Coordinator ensures the accuracy of data necessary for reasoned analysis and effective planning. Demonstrates the integrity of the student discipline process and the positive image of the student discipline office by providing timely communication with students and appropriate personnel for each case. Instructions are allowed a greater opportunity to focus on teaching and are assured of the College's support of them in the classroom through their consultation with the Senior Coordinator re: student discipline procedures and the expressed support of the student discipline office. This position allows the Director to respond promptly to any crisis that might arise from a case by efficiently accessing and providing the Director with details of any given case.

Characteristic Duties and Responsibilities:

1. Manages all aspects of student discipline database operations while routinely extracting data and designing/providing reports.
2. Manages Student Discipline Calendar.
3. Prepares and maintains student files, while communicating with each student on the status of their case.
4. Designs systems and procedures to ensure efficient processing of student discipline complaints and accuracy of data.
5. Coordinates work of other employees and the progress of each complaint to ensure each case is brought to closure in a timely matter.
6. Serves as communication liaison between the Student Discipline Office and the College at large.
7. Takes notes during student discipline hearings and Rapid Response Team Meetings.
8. Provides formal training in utilizing and understanding the Student Discipline Footprints Project to senior level Administrators and Classified Staff.
9. Represents Director at appropriate student discipline meetings and presentations.
10. Other duties as assigned



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Reporting Relationships:

Direction Received: Reports to Director of ESS and Student Discipline
Direction Given: First-line supervisor of assigned staff

Minimum Requirements:

High School Diploma plus 6 months of higher education. Minimum of 2 years' experience working in a professional environment, which includes 1 year of experience dealing with disgruntled students or dissatisfied individuals. Highly skilled in utilizing Microsoft Office programs. Ability to work evenings and weekends as needed. Also experienced in Database Management.

Knowledge, Skills, Abilities and Worker Characteristics:

Proven ability to lead and work effectively as a member of a cohesive team

Experienced dealing with sensitive and confidential issues and the ability to exercise discretion and independent decision-making

Proven ability to handle very difficult, awkward, and often intense conversations and encounters with students

Ability to follow procedures from leadership and apply them to critical student incidents and crises

Ability to prioritize and multitask

Excellent interpersonal, written and oral communication skills

Able to work collegially in a diverse environment

Working Conditions:

Typical office environment