JOB DESCRIPTION

TITLE
Assistant Director, Civility, Community Standards & Investigator

JOB SUMMARY
Responsible for evaluating and investigating student related complaints to include alleged violations of the Student Code of Conduct, and civil rights, investigations involving students. The Assistant Director & Investigator will provide assistance to the Director for Civility and Community Standards for student related investigations in efforts to maintain federal and state compliance. Also responsible for programming, education and collaborative efforts related to civility and academic integrity that aligns with TWU’s strategic plan. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS
Reports to: Director for Civility and Community Standards
Supervises: May supervise other investigators, Student Assistants, and Administrative Staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Coordinates the investigations of alleged violations of the University’s Code of Conduct process, including academic integrity.
- Stays current with federal and state law, as well as University policies and regulations.
- Makes initial contact with students to discuss conduct and/or investigation processes and resources.
- Creates intervention plans and maintains long term case management and follow up with specific students.
- Performs dispute resolution services for student related concerns. These services may include mediation, coaching and facilitation.
- Intervenes with students as requested and assigned by the Students of Concern and/or Behavioral Assessment Teams.
- Represents Texas Woman's University in Code of Conduct hearings.
• Assists the Director in administrative hearings as needed.
• May assist, as requested, as a secondary investigator with Human Resources in cases which may involve faculty and staff.
• Collaborates with other departments and student groups in programming and leadership efforts related to civility, integrity, citizenship, tradition, relationship violence, and social justice.
• Assists the Director with on-going communication and assistance to academic departments.
• Assists in assessment for the department.
• Assists with website development and marketing efforts.
• Participates and represents the University in various committees, professional trainings and industry conferences.
• Communicates promptly with Division of Student Life and/or the University’s Title IX Coordinator to engage in “gate keeping” determination of Title VI, Title IX, and/or other civil rights issues.
• Assists as requested with investigators.
• Responsible for establishing job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

• Assists with Student Life programs and services.
• Partners with other Student Life areas to provide education and prevention efforts.
• Performs other duties as requested.

EDUCATION

Master’s degree required.

EXPERIENCE

Three years of professional experience in higher education. Background knowledge and training in student judicial services and other federal and state non-discrimination laws is required. Knowledge of the higher education environment and risk management concerns for students and student organizations. Knowledge of university grievance processes and investigations, experience with dispute resolution preferred. Student affairs knowledge preferred.
REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Background knowledge and training in higher education, judicial affairs, Title VI, Title IX and/or other federal and state non-discrimination laws.
- Knowledge of the higher education environment and risk management concerns for students and student organizations.
- Ability to work on complex and confidential issues utilizing judgment, tact, and resourcefulness.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to provide presentations and outreach.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________  Date: _________
Employee Printed Name: ________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.