JOB DESCRIPTION

TITLE

Director of Civility & Community Standards

JOB SUMMARY

The Director of Civility & Community Standards is responsible for the implementation and exercise of planning, organizing, integration and completion of TWU's student conduct process. The Director will exercise leadership and management responsibility for the areas of community standards and the Student Code of Conduct. In addition, the Director of Civility & Community Standards serves as the lead in the training, advisement, and education of students, faculty, staff and administrators with regard to the Student Code of Conduct, student rights and responsibilities, and community standards. Work is performed under minimal supervision with evaluation based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President for Student Engagement

Supervises: Investigator, Administrative Assistant, and Student Services Legal Advisor

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

- Facilitate the Student Code of Conduct process with an emphasis on student learning and social justice.
- Interprets, develops, and promotes University policies and procedures in compliance with TWU Policies, Rules and Regulations, local, state and federal laws.
- Oversees investigation and adjudication of student academic and non-academic cases; when applicable, aid students in conflict resolution.
- Serves as an administrative hearing officer in formal conduct hearings.
- Oversees management of the community standards data-base across multiple campus departments.
- Identifies, evaluates, and reports campus and national trends in student discipline, community standards and civility.
• Works collaboratively with departments to implement effective responses to campus and national trends in student conduct and civility in an effort to meet the needs of students.
• Responsible for the coordination of on-going educational services and programming related to conduct or community standards including, but not limited to, presentations, conflict resolution training, departmental training, academic leadership training, graduate assistant training, and new student orientation.
• Reviews and approves documentation and marketing related to the needs specific to assigned area(s).
• Serves as a liaison between department and TWU Police Department, Residence Life, Special Events, Athletics, Academic Affairs, Compliance, Title IX, and Student Life.
• Serves as a departmental resource for the wellbeing of students, including assistance with the BAT team, the SOC team, the Sexual Assault Task Force, Title VI, and Title IX.
• Oversees departmental assessment and strategic planning.
• Oversees student programming related to community standards, civility, student rights and responsibilities.
• Oversees University free speech policies and procedures
• Works collaboratively with Student Life in large scale programming, including, but not limited to, Pioneers Remembered, Orientation, and Pioneer Camp.
• Participates and represents the University in various committees, professional trainings, and industry conferences.
• Maintains records and services to assure compliance with appropriate state and federal regulations, including FERPA.
• Collaborates with housing personnel in addressing resident students’ behavior, including the development of educational programming.
• Supervises TWU Student Legal Services office.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

• Effectively utilizes technology to provide student services and information to students.
• Plans, coordinates, and hosts informational events for student recruitment and retention.
• Performs other duties as requested.

EDUCATION

Master’s degree in a job-related field of study.

EXPERIENCE

Five years of experience in higher education. Demonstrated experience in assessment, strategic planning, and managing in an educational setting. A competent understanding of national trends and current best practices in judicial affairs.
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:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution. Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to show initiative and productivity in work environment.
- Ability and record of developing collaborative working relationships within and across the various divisions of campus.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- 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 use a personal computer and other office equipment, including related university 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.