

Residential Conduct Coordinator (4564U) 71533  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243055>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 13, 2024, set to expire Dec. 10, 2024

<b>Job Title</b>	Residential Conduct Coordinator (4564U) 71533
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 13, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Residential Life
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**Job Description**

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**Residential Conduct Coordinator (4564U) 71533**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### **Departmental Overview**

The mission of Residential Life is to facilitate residential student transitions into the intellectual and social communities of the University of California, Berkeley, and to promote personal well-being and respect for the community needs of all residents. Our residential and apartment communities are built on five intentional learning goals including Academic Success, Community Engagement, Diversity & Global Conscientiousness, Identity Exploration, and Holistic Wellness. The Office of the Assistant Vice Chancellor and Dean of Students in Student Affairs is dedicated to creating an inclusive environment that helps all students reach their educational, aspirational, and personal goals. We advocate for the needs of students. We help community members navigate UC Berkeley. We promote diversity and prepare students to contribute to a changing world. We support student health and well-being. We facilitate belonging, community, and leadership development. Above all, we foster compassion and care.

### **Application Review Date**

The First Review Date for this job is: August 20, 2024

### **Responsibilities**

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### OVERVIEW:

In Residential Life, this position is charged with the execution of the programmatic and day-to-day operations for Residential Support and Community Standards at the University of California, Berkeley. Responsible for providing support to the academic mission of the University by contributing to students' out-of-classroom learning and support. Manages student services for residents using knowledge of learning and student development theory, counsels students. Involves planning, developing, and implementing activities and processes for students in their co-curricular life at the university, including residential life, community support and engagement, student conduct, sexual violence and sexual harassment, and other areas. The Residential Support and Community Standards portfolio includes: residential conduct/restorative justice/community standards, supporting students in crisis, supporting student safety, managing isolation and quarantine, ensuring compliance with local/federal laws and regulations, and maintaining campus partnerships.

### Residential Conduct & Compliance Coordination:

- In partnership with key stakeholders in Residential & Student Service Programs (RSSP), Residential Life, and the Division of Student Affairs, this position will plan for and execute a collaborative team approach to individual & community-related conduct and compliance coordination.
- Manage the intake and adjudication process for Residential Support & Community Standards program. Reviews all confidential student conduct information and makes recommendations in addressing various conduct and behavioral incidents.
- Serve as a Residential Conduct Officer as stipulated by Residential Support & Community Standards (RSCS) policies and procedures to ensure timely and accurate documentation and appropriate follow up after incidents.
- Assist in the enforcement of policies and procedures in the residential community. Consult with the RSCS staff or other professional staff members on conduct action as appropriate. Respond to student behavior that is inappropriate, in violation of campus policies and procedures, and/or negatively impacts staff or other residents.
- Maintain ongoing communication and foster collaboration with staff from Residential Life, RSSP, the Division of Student Affairs, and other campus departments as necessary to ensure an appropriate exchange of information for all aspects of resident compliance with policy and university directives, including advocating for resource needs.
- Train student volunteers, student staff, and professional staff on Residential Support & Community Standards operations, processes, and protocols. Support the Assistant Director for Residential Support & Community Standards in implementing a robust Residential Conduct system that utilizes multiple resolution options.

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- Create, develop, implement, and oversee restorative justice pathways as an alternative resolution to the conduct process.

**Supervision and Advising:**

- Recruit, hire, train, onboard, and supervise four to eight student staff members, including Peer Review Board Coordinators, Specialists, and Conduct Clerks.
- Provide indirect supervision and consultation to the departmental hearing coordinators (senior/resident directors) and appellate coordinators (assistant directors) while they are processing conduct cases.
- Advise the Peer Review Board, a student-led organization that hears approximately 80% of conduct cases in the department. This organization typically has between 15 to 30 volunteer members.

**Communication:**

- Assist on drafting communication(s) about Residential Support & Community Standards program to the residential community. This includes, but is not limited to, policies, protocols, expectations, helpful tips, etc. Partner with RSSP, SA Communications, and other Residential Life staff on this information. Assist in the development of surveys and other assessments. Develop ideas for physical and digital signage or other marketing materials targeted towards compliance with the Residential Code of Conduct.

**Crisis & Risk Management:**

- Serve as an expert on risk management for our residential units. This person will consult with the Residential Life team and any appropriate partners when assessing crisis situations and provide direction for actions to be taken. Facilitate conversations with students and staff in crisis situations. This position will be available to provide consultative support to Residential Life staff managing crisis interventions and student mental health concerns. Assist in the direction of Residential Life staff and ensure reporting of information in a timely and appropriate fashion as outlined by RSCS staff.
- Serve in the Administrator on Call Duty rotation and work closely with staff from Residential Life, RSSP, Emergency Management, University Health Services, Dean of Students, Student Affairs Safety Officer, UCPD, the Berkeley Fire Department, and the University Fire Marshal to develop, implement, and evaluate response to fire, bomb threats, earthquakes, and other significant safety

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issues.

- Function as a Campus Security Authority under the Clery Act and under the California Child Abuse and Neglect Act (CANRA) to report observed/suspected abuse or neglect of children, dependent adults, and elders to designated law enforcement or social service agencies.

**Project Management & Committee Membership:**

- Support and complete multi-unit collaborative projects and programs designed to achieve specific outcomes and to enhance program effectiveness. This position will collaborate and coordinate the execution of projects Residential Life selects in support of the residential experience and residential operations. This position will utilize project management tools to meet goals and ensure continuity of service planning for Residential Life.
- This position will serve in departmental and divisional committees as needed. Committee representation may include: Hazing Prevention Collaborative, Student Risk Committees, Campus Partner Search Committees, and Housing Appeals Board. This position will serve as secondary representation to the Students of Concern Committee and the Office for Prevention of Harassment and Discrimination's Case Management Team.

**Required Qualifications**

- Advanced knowledge and skills in organization and data management.
- Knowledge in learning theories, student development theories & practice, advising, and counseling techniques.
- Knowledge of academic curricula and student academic support services.
- Advanced oral and written communication skills.
- Interpersonal skills and intercultural competence, including a strong understanding of diversity, inclusion and social justice.
- Demonstrated experience in judgment and decision-making, problem-solving, and organizational skills in a student life environment.
- Skills in monitoring/assessing people, processes, or services to make improvements.
- Knowledge of risk assessment principles and demonstrated experience in evaluating risks in a student life environment.
- Knowledge in the areas of counseling and crisis intervention, conflict mediation, student and leadership development theory, student conduct administration, multicultural and educational programming, academic support, and safety and security programs.
- Bachelor's degree in related area and/or equivalent experience/training.

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### Preferred Qualifications

- Experience hearing conduct cases and providing decisions.
- Knowledge of working through crisis management in the residential environment.
- Experience with managing software systems, such as Advocate or Maxient.
- Experience with restorative justice and/or conflict mediation.
- Experience working with a cross-collaborative team on a long term project/basis.
- Knowledge of applicable state and federal laws related to the field, including but not limited to, Jeanne Clery Act, CANRA, Title VI, and Title IX.
- Master's degree in counseling, higher education or student affairs strongly preferred.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$75,000 to \$80,000.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### How to Apply

To apply, please submit your resume and cover letter.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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