

Associate Director, Student Conduct
University at Buffalo, The State University of New York

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Downloaded On: Oct. 4, 2024 8:03am

Posted Aug. 13, 2024, set to expire Aug. 4, 2025

Job Title	Associate Director, Student Conduct
Department	Student Conduct & Advocacy
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52110
Apply By Email	
Job Description	

Position Summary

The [Division of Student Life](#) is accepting applications for the **Associate Director** position with the Student Conduct Office. In this role, you will work with a team to promote a safe and just campus through the conduct and advocacy processes.

As Associate Director, your responsibilities include:

- Serve as a chief administrative hearing officer for student hearings, prepare pre-hearing documents, and assist with the university's Title IX and NYS 129-B compliance responsibilities.
- Assist in developing departmental policies and procedures, offer alternative forms of dispute resolution, engage students in developmentally appropriate conversations to address and resolve

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student conduct concerns, along with adjudicating alleged violations of the Student Code of Conduct.

- Work with the Student Conduct data management system (Maxient) to update student records and create assessment materials.
- Oversee the Graduate Assistant who manages advocacy cases, including attending hearings relating to academic grievances and policy disputes (non-judicial) and monitors the community service program for sanctioned students.
- Work with local, state, and federal investigators as well as campus departments to facilitate background checks for students.
- Provide outreach presentations, assist with orientation, and serve on divisional committees.
- Work with highly confidential information and will work closely with University police, parents, faculty and staff. This position also works closely with SUNY Counsel and Equity, Diversity and Inclusion in response to legal matters related to student conduct.
- Serve on Greek Life Advisory Committee, UB-Community Wellness Coalition, and other committees as needed.
- Assist with persona non grata reviews, conditional admission reviews, and the felony review committee, as needed. Please see position description.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree with 3 years of experience in student conduct and/or community standards in a higher education setting; **or** master's degree with a minimum of 1 year of relevant experience.
- A degree in Higher Education Administration, Student Personnel, Law, Counseling or related field.
- Experience working with students in intensive one-on-one situations.
- Working knowledge of computerized database management.
- Excellent communication skills.
- General counseling/advisement skills.
- Experience with student conduct processes.
- Excellent attention to detail.

Preferred Qualifications

- 5 years of experience in Higher Education or similar setting that involves working with student and parent populations, preferably in Student Conduct.

Contact Information

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

Contact