

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

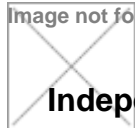
Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

Job Title	Independent Hearing Officer and Hearing Coordinator (6061U), Division of Student Affairs - 79734
Department	Division of Student Affairs
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/6404594
Apply By Email	

Job Description

Image not found or type unknown



Independent Hearing Officer and Hearing Coordinator (6061U), Division of Student Affairs - 79734

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Division of Student Affairs is the gateway to all aspects of the student experience. From recruiting to enrolling; to housing and dining; to leadership and development opportunities -- we put Berkeley's students first. We pride ourselves on our culture of care and the services we provide to students throughout their university journey. Our commitment to access, service, and engagement is helping to shape the lives of tomorrow's leaders. For more information on the Division, please visit <https://sa.berkeley.edu/>.

Position Summary

The Independent Hearing Officer (IHO) serves as the hearing officer for UC Berkeley's student conduct process and coordinates the hearing process for student cases of sexual violence and harassment (SVSH). The incumbent is an individual contributor that manages sensitive communications, timelines, pre-hearing procedures, and procedures related to student conduct and safety.

Application Review Date

The First Review Date for this job is: 08/05/2025.

Responsibilities

IHO Duties - Formal Hearing Administration & Conflict Resolution:

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

- Responsible for drafting and editing hearing reports.
- Manages logistics of the student conduct hearing process, such as scheduling of hearings and communications with hearing panel members, students, and advisors.
- Exercises discretion to manage pre-hearing and hearing procedures, subject to specific procedural requirements set forth in the Code.
- Presides over and makes all procedural rulings at student conduct hearings.
- Rules on procedural disputes that arise during the conduct process and fashions appropriate remedies for procedural violations including dismissal of charges where appropriate
- Rules on requests for extensions of time.

IHO Duties - Hearing Panel Support:

- Recruits and trains faculty, staff and students to serve on student conduct panels; and, promotes the education of hearing panel members through skill development, constructive feedback, and improvement objectives.
- Promotes the leadership of the faculty chair and integrity of the hearing panel by recognizing their primary responsibility-deciding on matters of policy violation(s) and recommending sanction(s) proportionate to the respondent's involvement.

IHO Duties - Process Improvement and Assessment:

- Respond to data requests made by the media, auditors, investigators, campus affiliates, or members of the public made through the campus' Public Records Act process by compiling data and preparing reports, briefings, and executive summaries suitable for publication.
- Establish and maintain contacts internally and with external constituents for the collection and exchange of data.
- Develop assessment tool and conduct annual/ongoing assessment of Center for Student Conduct (CSC) services, procedures, policies, and protocols. Use this data to prepare CSC's annual report and other executive briefings for Director, senior campus leadership, and faculty.

SVSH Hearing Coordinator - Hearing Administration and Management:

- Draft and disseminate official communication to parties regarding deadlines, procedures, and protocols.
- Manage all scheduling and logistical components of hearings
- Draft and communicate procedural decisions to parties.
- Manage and train third party vendors who serve as IHOs for SVSH hearings including approving billing reports and POs.

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

SVSH Hearing Coordinator - Process Improvement and Assessment:

- At the conclusion of SVSH hearings and in collaboration with the Appeal Officer, Office for the Prevention of Harassment and Discrimination (OPHD), CSC, the confidential survivor advocate, and the respondent services coordinator, convene and conduct post-hearing analysis to determine the need for systemic improvements and/or additional process/policy components.
- When process/policy improvements are identified as necessary, the hearing coordinator will confer with their supervisor and implement changes as appropriate.

Participates on multi-disciplinary and campus-wide policy/planning committees and working groups related to relevant subjects such as SVSH, the Clery Act, etc.

- Attends staff meetings, creates website tools and communications, solicits feedback and creates and delivers training programs.
- Establish and maintain contacts internally and with external constituents for the collection and exchange of data.
- Leads committees and workgroups as needed to address policy issues, complaint response systems, and educational programs.

Ensures compliance with relevant federal, state, and local laws and campus/University policies, while managing complex situations and safeguarding timely caseload follow-up.

- Confers with Office of Legal Affairs (OFA) or Office of the General Counsel and other colleagues as needed, to strategize and create plans to mitigate or circumvent risk.
- When appropriate, collaborates with Office of the President (OP) and other location colleagues to address complex system-wide issues with significant impact.
- Ensures quality controls are in place to maintain integrity of the system(s).

Develops recommendations for policy revisions, identifying the benefits and ramifications.

- Provides recommendations on additional issues observed or raised.
- May provide leadership in obtaining input from key constituencies. Continues to invest in own professional development.

Other duties as assigned.

Required Qualifications

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

- Advanced knowledge of the nature of conflict and conflict resolution, mediation techniques and professional compliance.
- Skills in critical decision making and demonstrated ability to analyze information, evaluate results, and facilitate resolution of difficult challenges, including the ability to handle issues of complex and extreme political sensitivity and demonstrate balanced judgement and exceptional discretion.
- Broad and thorough knowledge of University policies and practices around Title IX, student conduct, Clery Act, FERPA, and SVSH.
- Ability to extract, verify, compile and develop recommendations related to conduct, SVSH, ethics and compliance programs, issues, policies and procedures.
- Understanding of trauma-informed responses and practices.
- Demonstrated ability to receive and incorporate feedback.
- In-depth abilities in collaboration, facilitation, and strategic and creative thinking.
- Thorough understanding of the interrelationship of procedures and desired results.
- Excellent interpersonal and problem-solving skills to work independently with all levels of University personnel, including management and faculty, and to facilitate agreement on issues and corrective actions.
- Ability to present complex issues in a clear and concise manner, both in writing and verbally for presentation or review by senior leadership.
- Demonstrated emotional intelligence and ability to navigate complex issues with multiple stakeholders.
- Excellent organizational and structural skills including the ability to oversee a wide variety of activities, define problems, propose and implement effective solutions and prioritize competing priorities.
- Experience managing or working with confidential and sensitive records.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Strong skills essential to mediate conflict, problem-solve, and respond appropriately to student concerns.
- Ability to stand behind unpopular decisions.
- Experience with risk management and mitigation and familiarity with investigatory tactics.
- Masters or advanced degree in relevant area or with relevant skills.
- Three or more years of experience working with hearing procedures or student discipline in a college or university setting.
- Professional certification(s) applicable to job responsibilities.

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

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 annual salary range that the University reasonably expects to pay for this position is \$130,000.00 - \$150,000.00 at 100% FTE rate. The rate at 50% FTE is \$65,000.00 - \$75,000.00.

- This is a 1-year, part-time (20 hours/week), contract appointment that is eligible for UC benefits with the possibility of extension.
- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for a hybrid schedule. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

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

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Independent Hearing Officer and Hearing Coordinator
(6061U), Division of Student Affairs - 79734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260144>

Downloaded On: Jul. 26, 2025 6:42am

Posted Jul. 24, 2025, set to expire Jun. 30, 2026

To apply, visit

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

University of California, Berkeley

,