ASSOCIATE DIRECTOR OF COMMUNITY STANDARDS  
DIVISION OF CAMPUS LIFE AND STUDENT SUCCESS  
FULL-TIME: 12-month position with full benefits 

Internal Applicants are encouraged to apply 

BASIC JOB DESCRIPTION: Reporting to the Dean of Students, the Associate Director of Community Standards has responsibility for managing the University’s Student Conduct System, which adjudicates all non-academic student misconduct. Stetson University’s approach to intervening in student misconduct is supported by a philosophy of educating, protecting and supporting the parties and all members of the University community while providing educational responses to inappropriate behavior. Equally important is the proactive design and delivery of educational programs to promote good citizenship, civic engagement and community among the student body. 

QUALIFICATIONS: Stetson University seeks an energetic, innovative, and compassionate legal and/or higher education professional to manage our Community Standards functions for the Division of Campus Life and Student Success. A master’s degree in Student College Personnel is required and/or equivalent combination of education and experience. A minimum of three years of professional higher education experience preferred. 

ESSENTIAL JOB FUNCTIONS: The Associate Director of Community Standards will provide support for divisional conduct officers in the areas of conflict resolution, mediation, and adjudication by implementing learning outcomes and case management systems that develop positive relationships with students rooted in personal and social responsibility; in consultation with the Dean of Students review cases/behavioral/Public Safety reports daily, assign cases for adjudication and ensure that all cases are resolved within an appropriate time frame; manage the confidential Maxient software system and coordinate judicial hearing schedules using Microsoft Outlook; recruit, train and advise the Student Conduct Board incorporating student development theories focused on moral identity development; work collaboratively with Housing and Residential Life staff related to disciplinary, safety and security processes, as well as with Student Development and Campus Vibrancy staff regarding concerns or cases involving student organizations; serve as an appellate officer for students requesting administrative and procedural review of cases; work collaboratively with the Executive Level On-call to serve as a liaison on student conduct issues with Public Safety, Student Health Services, Housing and Residential Life, Student Development and Campus Vibrancy, WORLD, Athletics, Registrar, Bursar’s Office, Financial Aid, and Intramural/Club Sports; stay current on all compliance and legal precedents set on the local, state and federal levels; prepare, analyze, and maintain statistical information associated with the University’s conduct system and generates weekly reports and other reports as needed; develop and assess educational programs for students, staff, and faculty on topics related to Community Standards; review, revise and distribute information regarding students’ rights/responsibilities to members of the campus community; serve as part of the campus on-call rotation for University crisis response; and collaboratively works with partners at the College of Law campus. 

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; frequent hours outside the normal University schedule. 

APPLICATION PROCEDURES: Please submit a cover letter and resume, with names, addresses, emails and telephone numbers of three professional references to the Department of Human Resources at humres@stetson.edu or send to Stetson University, Inc., Office of Human Resources, 421 N. Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: 386.822.7562. Review of applications will begin immediately and continue until filled.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.