OFFICE OF COMMUNITY STANDARDS
CLERICAL ASSISTANT
Part-time

BASIC JOB DESCRIPTION: Under the Supervision of the Executive Director of Housing and Residential Life and Community Standards, Clerical Assistant will support the administration of the student conduct system and coordination of communication with relevant offices/staff. The Office of Community Standards is responsible for reviewing incident reports and formal complaints, conducting preliminary investigations, determining alleged violations, and assisting hearing officers with administrative functions. This individual will primarily support to the department through direct work with student disciplinary matters occurring at Stetson University, may have occasional duties relating to the Department of Housing and Residential Life. The Clerical Assistant is a half time position working 20 hours per week with the understanding that some of these hours may fall during the evenings/weekends.

QUALIFICATIONS: High school graduate with some college experience preferred. Administrative/secretarial experience with customer service background preferred. Clear communicator with ability to convey information in a concise manner. Strong interpersonal skills with ability to establish and maintain effective working relationships with students, faculty, staff, and parents. Outstanding organizational skills with ability to work without supervisory intervention. Ability to make sound & independent interpretations of the Code of Community Standards as it relates to case creation and non-meeting adjudication. Able to work well under pressure and multi-task effectively. Must be flexible and able to adapt to change. Advanced skills working with personal computers and advanced knowledge of Microsoft Office including Outlook, Word, Excel and PowerPoint. Able to easily navigate the internet and understand how to use searching/researching tools such as Google. Ability to easily learn and understand operation of online programs as well as other office equipment such as copy machines, fax machines, phone systems. Team player with a positive outlook and motivated to learn new skills and technologies. Knowledge of confidentiality, and budgetary work strongly desired.

ESSENTIAL JOB FUNCTIONS: Manage the confidential Maxient system for student conduct issues and incident reporting; Schedule hearings for students with hearing officers using Microsoft Outlook; Aide in classification & reporting of federal government requirements such as the Clery Act as a Campus Security Authority; Provide first level support for students related to disciplinary issues; refer students to University departments for resolution of problems or complaints; Respond to requests and questions and provide information on programs, activities and policies for students, parents, University representatives and others as requested and appropriate; Assist with the research, design, assessment and implementation of educational initiatives for the office; Prepare reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions for the department; Manage, input, and compile judicial statistics via incident tracking system; Provide ongoing review of all students with violations to evaluate continued good judicial standing, and make developmental referrals when appropriate; Attend departmental/office meetings and events as assigned; assists with other activities as assigned.

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; occasional and, at times, frequent hours outside the normal University schedule.

TO APPLY: Please send resume with salary history and three professional references to: Office of Human Resources, 421 N. Woodland Blvd, Unit 8327, DeLand, FL 32720. FAX: (386) 822-7562. Complete application available online. Email a cover letter, current resume, and information for least three professional references to humres@stetson.edu Review of candidates will begin immediately and continue until the positions 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.