

**Family: Legal and Compliance**

**Level: AM2**

**Position Profile Title: Administrator 2-Student Conduct**

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

**PROFILE SUMMARY:**

Positions in this job profile perform supervisory and managerial work within student conduct while ensuring compliance with all applicable federal and state laws and applicable industry regulations. Duties performed include developing, implementing, and evaluating short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristics of the Administrator 2-Student Conduct profile is the oversight and management of student conduct for the university.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Provides direction and vision for the Student Conduct Code, all student conduct processes, administrative functions, assessment, budgeting, and personnel management.
2. Provides subject matter expertise, training and consultation to faculty, staff, administrators, students, Dept. of Public Safety, OSP campus station, and the community in the areas including but not limited to conduct administration policy interpretation, sexual harassment/assault, hazing, concerning behaviors, crisis response and management, etc.
3. Ensures compliance with university policy, and state and federal laws and regulations, and terms and conditions of contracts.
4. Oversees the conception, development, and delivery of Student Conduct programs to educate the student campus community on the Code of Conduct, and skills related to OSU community standards.
5. Supervision of professional faculty positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews
6. Develops and maintains internal and external relationships to promote and support the strategy, programs and services provided by the department and university wide student affairs division.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Students/Parents

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- City, County and Community Organizations and Entities

**ACCOUNTABILITY:**

Results are defined by university and division strategy, mission and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Typically reports to a Vice Provost, Vice President, Assistant/Associate Vice President, Dean or other senior level administrator.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Monitors, informs, reports, reconciles and/or moves funds within budgets, drafts/develops budgets, approves budget exceptions within the unit/department.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Master's degree with emphasis in College Student Personnel, Higher Education Administration, Counseling, Education, or related field

5 years of professional experience in positions with progressive responsibility in a college or university setting.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.