CSUB JOB ANNOUNCEMENT

Position Title: STUDENT CONDUCT COORDINATOR
(Student Services Professional II – 10/12)

Recruitment #: #2118

Full/Part-Time: Part-Time (20 hours per week)

Employment Type: Temporary, ends on or before July 31, 2018. Any continuation beyond July 31, 2018 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R04

Salary: $1,929 - $2,742.50 per month (based on 20 hours per week, 12 month pay plan – initial appointment through July, 2017)

$1,607.50 - $2,285.50 per month (based on 20 hours per week, 10/12 pay plan - effective August, 2017 with June and July, 2018 off)

This position is considered exempt however due to the assigned hours per week, will be considered a non-exempt position.

Department: Office of Student Rights & Responsibilities

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: February 3, 2017

Closing Date: February 17, 2017

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

This is a 10/12 pay-plan designated position. Employees appointed on this 10/12 pay-plan position work 10 months of the year and receive the months of June and July off. Employees are paid an amount equal to 10 months’ salary over a period of twelve months. This position will be on the 12 month pay plan at the rate indicated above until August, 2017 and will then convert to the 10/12 pay-plan. Incumbent will work through July, 2017; the first full months off will be June and July, 2018.

The Office of Student Rights and Responsibilities (OSRR) administers the Student Code of Conduct to uphold CSUB’s core values, specifically, maintaining a collegial campus environment where students engage in civil,
respectful, and ethical behavior. OSRR supports student development by holding students accountable for incidents of academic and non-academic misconduct through an educational process that encourages self-reflection, personal responsibility, and ethical decision making.

**DUTIES:** Under the general supervision of the Director of the Office of Student Rights and Responsibilities, this person will be responsible for, but not limited to, the following duties:

- In accordance with the policies and procedures of the CSU and CSUB, investigate and resolve student conduct violations.
- Determine appropriate resolutions for student conduct violations.
- Prepare written communication, such as disciplinary letters, resolution agreements, memorandums, emails, etc.
- Monitor the status of student conduct cases, maintain confidential student records, and track the completion of disciplinary sanctions.
- Manage enrollment holds for compulsory Title IX training, CSU Student Conduct Sanctions, and OSRR judicial holds.
- Update website information for OSRR and the Behavioral Assessment, Intervention and Response Team (BART).
- Make presentations to educate students about their rights and responsibilities and to promote academic integrity.
- Coordinate educational events, such as information tables, workshops, and collaborative activities with other departments.
- Attend professional development training for student conduct, Title IX, and other job-related trainings.
- Work closely with the Director to implement appropriate policies and procedures, employ best practices, and gather assessment information.
- Assist with managing the day-to-day operations of the department (answer telephone calls, assist visitors, respond to department email, etc.).
- Perform other duties as assigned in support of the mission of the Division of Student Affairs and CSUB.

**REQUIRED QUALIFICATIONS:** Equivalent to a Bachelor’s degree from a four-year college or university in one of the behavioral sciences or job-related field (*attach copy of degree/transcript to employment application*) and two years of professional experience in student conduct, or related student services field. A Master’s degree from an accredited college or university in Counseling, Clinical Psychology, Social Work or job-related field may be substituted for one year of professional experience.

**Knowledge, Skills, & Abilities:**

- Knowledge of the Family Educational Rights and Privacy Act (FERPA) and Title IX.
- Strong interviewing and counseling techniques to lead one-on-one and small group meetings.
- Strong interpersonal skills and ability to communicate with a diverse and multicultural community of students, faculty, staff, and visitors.
- Strong computer literacy to operate Microsoft Office, People Soft, StarRez (judicial software), and WCMS (website software).
- Excellent oral and written communication skills.
- Ability to address a wide range of sensitive issues with utmost professionalism and confidentiality.
- Ability to interpret and apply policies and procedures independently, and use sound judgement and discretion when making decisions.

**PREFERRED QUALIFICATIONS:** Master’s degree preferred in a job related field (*attach copy of degree/transcripts to employment application*).

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

**BACKGROUND CHECK:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

*California State University, Bakersfield* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.