



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

Judicial Programs Coordinator

Job Posting #0806-007

POSITION INFORMATION

Department of Residential Programs

Position Number 998831

Posting Date: June 25, 2008

SALARY

\$32,192-\$42,000. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Reporting to the Director of Residential Programs, the Judicial Programs Coordinator is responsible for effectively managing the student judicial process and providing leadership to the development, implementation, administration and supervision of residential student Judicial programs and services. The Judicial Programs Coordinator serves as a primary judicial hearing officer for the Office of Residential Programs.

TYPICAL DUTIES

1. Oversees and administers the established judicial system for residents residing within the residence halls, including serving as a hearing officer for the department and ensuring compliance with established procedures for due process.
2. Works with staff from other University departments to provide services and support for residents.
3. Serves as a resource for and trains Area Coordinators (and student staff) in proper and legal requirements of administrative judicial hearings, processes and documentation.
4. Maintains Residential Programs Incident Reports and judicial records in accordance with the Clery Act and best practices.
5. Selects, trains, and coordinates a Student Judicial Review Board. Maintains judicial records, assigns cases, tracks sanctions, and assists in the preparation of the Residential Programs Student Handbook.
6. Develops, in conjunction with other University officers as appropriate, sanctioning guidelines and administrative processes related to the student conduct process that reflect best practices and addresses the student development goals of the department and University.
7. Coordinates referral of incidents to the Director of Residential Programs, Student Life Office or other appropriate University Official as needed to address the most serious violations.
8. Contributes, along with other departmental staff, in the creation of a living-learning environment and in promoting social justice and an environment of respect for diversity and multiculturalism.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of campus residence and student development programs and practices;
- Knowledge of student conduct practices and associated legal requirements of due process;
- Knowledge of the operation and use of personal computers;
- Knowledge of applicable University policies, procedures, and practices;
- Knowledge of the principles and practices of supervision, selection and training;
- Ability to coordinate the daily activities and operations of a complex administrative process;
- Ability to work effectively and harmoniously with students, parents, and others contacted in the course of work;
- Ability to analyze problems and determine appropriate solutions;
- Ability to respond rationally and appropriately in emergency situations.
- Skilled in written and oral communication;

- Skilled in interpersonal relations;
- May require occasional after hours or weekend work.

QUALIFICATIONS

Bachelor's degree in any field required. Master's degree in a related field preferred. Three years of experience in campus residence life programs, student disciplinary or conduct procedures, or other programs serving college students. A Master's degree in Higher Education Administration, College Student Personnel, or a related field may substitute for the required experience.

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909-1009

Or fax to: 325-942-2156

APPLICATION DEADLINE

Open, but may close after July 15, 2008.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER