



POSITION DESCRIPTION
Student Conduct Education and Administration
Oklahoma State University

Assistant Coordinator of Student Conduct Education and Administration

1.1: Hold students accountable for violations of University policy

The essential function of the Assistant Coordinator of Student Conduct Education and Administration is to hold students accountable for behavior which violates Oklahoma State University's student Code of Conduct while preserving students' rights. Through evaluation, referral, and educational intervention, the Assistant Coordinator will provide guidance to students who face disciplinary action encouraging them to change their behavior and develop their abilities to make better choices.

1. Investigate allegations of nonacademic misconduct through interviews and gathering information from faculty, staff, police and others.
2. Advise students of their rights and options in the conduct process.
3. Hold students accountable for violations of university policy while protecting students' rights to a fair and equitable process.
4. Refer students to available services within the university and community as appropriate. Such services include, but are not limited to: Alcohol and Substance Abuse Center, Career Center, LASSO and other academic support services, etc.
5. Provide a creative continuum of sanctions.
6. Monitor and assure student compliance with sanctions.
7. Place holds on students' enrollment as necessary.
8. Work with faculty, staff, residence hall personnel and Fraternity and Sorority Affairs personnel when referrals are made.

1.2: Contribute to the administration of a comprehensive student conduct system.

Contribute to the administration of a comprehensive student conduct system, including supervising graduate intern/s; serving as a resource person to administrators, faculty, staff, and students regarding general and specific conduct issues, including educating the campus community about the Code of Conduct and related issues; providing training and consultation to branch campuses, and managing discipline records.

1. Supervise graduate intern/s through training and evaluation.
2. Provide consultation services to administrators, faculty, staff and students regarding due process requirements and procedures, hazing, Title IX topics, and alcohol/drug issues.
3. Assist in creating and distributing materials to campus community to educate them about OSU procedures regarding student conduct.
4. Assist in conducting research activities, in collaboration with other University offices, to gather information useful in designing and planning education options for students.
5. Monitor and integrate legal issues related to student conduct and student affairs.
6. Assist in coordinating record keeping for all conduct files within the University, utilizing Maxient.
7. Assist in the preparation of conduct summary reports at the end of each semester for the department's annual report.
8. Assist in revision as necessary of the student Code of Conduct.

9. Assist in verifying student conduct records for internal and external officials (other colleges and universities, law schools, state bar associations, medical schools, hospitals, U.S. government, Department of Corrections, district attorneys, etc.).
10. Collect necessary information to clear or deny applications for admission by prospective students who have been suspended or expelled from other academic institutions or who have been convicted of a felony.
11. Serve on the Behavioral Consultation Team in place of the Coordinator for Student Conduct Education and Administration, as needed.
12. Assume other responsibilities as delegated by the Coordinator of Student Conduct Education and Administration or the Vice President for Student Affairs.

1.3 Assist in coordination of the Student Conduct Committee, the Fraternity and Sorority Affairs Judicial System, and outreach initiatives.

1. Assist in the recruitment of the mandated thirty members of the Student Conduct Committee.
2. Assist in designing and facilitating orientation and education sessions for Student Conduct Committee members.
3. Participate in Student Conduct Committee hearing process including scheduling the hearing; preparing all related correspondence to alleged respondents, complainants, witnesses, advisors, etc., and preparing necessary materials for the hearing panel.
4. Assist accused students/groups and complainants in preparing for a hearing before the Student Conduct Committee.
5. Serve as an advisor to the hearing panel regarding procedural matters.
6. Present the case on behalf of the University in Student Conduct Committee hearings, as needed.
7. Assist students or groups in making appeals to the University Conduct Appeals Panel.
8. Ensure Fraternity and Sorority Affairs judicial boards are conducted in accordance with university policy as well as training these boards and serving as University representative as needed.
9. Oversee the outreach initiatives for Student Conduct including the What Would Pete Do? campaign and the Cowboy Community Standards.
10. Develop and maintain Student Conduct marketing plan with the incorporation of social media.

1.4: Assist in the coordination of the Back on TRAC program.

1. Assist in the coordination of all aspects of the Back on TRAC program.
2. Present participants for consideration of admission into Back on TRAC.
3. Serve as a case manager for Back on TRAC.
4. Conduct orientation for program participants.
5. Serve as case manager as needed at court proceedings, administering incentives and sanctions as appropriate.
6. Assist in monitoring recordkeeping for the program, with the exception of counseling records.

