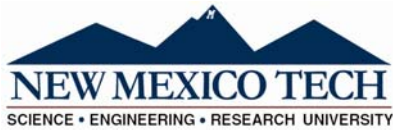


Posted: February 20, 2020



POSITION ANNOUNCEMENT

TITLE: STUDENT CONDUCT COORDINATOR & TITLE IX INVESTIGATOR

DEPT: STUDENT LIFE

REG (10 Months) **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE: \$36,400-\$43,400

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

The Student Conduct Coordinator is responsible for the administration of the University's non-academic student conduct program within the Dean of Students Office (DOSO) and reports to the Assistant Vice for Student Life. The Student Conduct Coordinator serves as a liaison with other units on campus to help coordinate and ensure due process related to student behavior. The Coordinator assists in providing training for University hearing officers, hearing panels, and staff who administer the policies and procedures, and investigates complaints and alleged violations of the Student Code of Conduct and offers informal and alternative forms of dispute resolution, when appropriate. Also, the Coordinator of Student Conduct serves as a Title IX Investigator in consultation with the University's Title IX Coordinator when there are allegations of sexual misconduct, relationship violence, stalking, Title IX offenses or other gender based discrimination. The Coordinator serves on Tech's Behavioral Intervention Team (BIT) and can be assigned as a case manager as needed. Provide administrative and programming support. This position will serve for a 10 month basis and to be paid over 12 months.

REQUIRED QUALIFICATIONS:

Bachelor's degree required; with at least 2 years of experience in higher education, preferably in student conduct/ discipline, counseling, programming, Residential Life or other related areas in Student Affairs, Student Development, or Student Life. In lieu of these two years of experience, four (4) years of combined administrative support and activity/event programming. Excellent verbal and written communications skills required. Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse community required. Works independently on assignments of standard difficulty required. Ability to maintain confidentiality required. Uses broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees required. Knowledge of FERPA regulations required. Proven commitment to serve students from diverse backgrounds required. Knowledge of due process requirements with respect to student disciplinary procedures and Title IX desired. Valid NM Driver's License required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 027, Socorro, NM 87801-4796