

UNIVERSITY OF SOUTHERN CALIFORNIA

Student Judicial Affairs Hearing Officer

Job Code: 137637

Grade: I
OT Eligible: No
Comp Approval: 2/24/2016

JOB SUMMARY:

Assists in the daily operation of the student conduct system. Provides developmentally appropriate counseling, assessment, and service referrals to students through the adjudication of complaints involving conduct in violation of the University's behavioral standards.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

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|-------|-------|--|
| _____ | _____ | Assists in the daily operation of the student conduct system. Conducts interviews and investigations of potential violations of the Student Conduct Code. Meets with students to discuss charges against them. Follows-up on any evidentiary issues based on student's denial. Makes recommendations on how to improve departmental procedures and processes. |
| _____ | _____ | Creates comprehensive written reports that describe evidence and proposed sanctions. Adjudicates cases and assigns sanctions as appropriate such as giving a student a failing grade, issuing an "avoidance of contact" order or removing a student from the housing system. Determines the disposition of a student's discipline, suspension and expulsion. Provides information and service to faculty and staff related to allegations or sanctions in cases. |
| _____ | _____ | Counsels and advises students on how to identify problems and accept responsibility for choices made. Deals with student behavioral problems, academic integrity issues, maturity, decision-making skills and adjustment to campus life, independence and separation anxiety. |
| _____ | _____ | Identifies problems, resources and develops strategies to best address issues that pose challenges to students' personal and educational success; refers students to appropriate resources. |
| _____ | _____ | Counsels parents regarding how best to support their student's learning experience. Explains the student conduct and discipline process to parents and students. |
| _____ | _____ | Contacts the student victim, if there is one, or faculty if appropriate and explain disciplinary process. |
| _____ | _____ | Maintains statistical data, department and student records, documentation of procedural compliance, communication and case management. |
| _____ | _____ | Maintains currency with, understands and ensures compliance with all university policies and procedures and applicable state, federal and local laws, regulations and policies. |
| _____ | _____ | Develops, plans and presents student, parent and faculty/staff educational programs for use as educational interventions for students responsible for violating university standards. Assists in preparation or updates of publications. Provides training to graduate and undergraduate workers. |

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

3 years

Minimum Field of Expertise:

Directly related experience in student support services. Demonstrated interpersonal, critical thinking and communication skills.

Preferred Education:

Master's degree

Skills: Other:

Analysis
 Assessment/evaluation
 Communication -- written and oral skills
 Conceptualization and design
 Conflict resolution
 Counseling
 Interpretation of policies/analyses/trends/etc.
 Interviewing
 Knowledge of applicable laws/policies/principles/etc.
 Organization
 Planning
 Problem identification and resolution
 Public speaking/presentations
 Research
 Scheduling

Teaching/training

Skills: Machine/Equipment

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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