



Assistant Director of Student Conduct and Deputy Title IX Coordinator

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is one of the most diverse in New York City and the nation: 28% of students identify as Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to the College's Assistant Dean and Director of Residence Life and Student Conduct in the Division of Student Affairs, the Assistant Director of Student Conduct and Deputy Title IX Coordinator is responsible for assisting in the day-to-day operations of the College's Student Affairs area. This position will support students in maintaining a safe and respectable campus community by responding to all reports of student misconduct through the College's Student Code of Conduct, as applicable, which emphasizes accountability and education. Reviews reports received and takes any necessary investigative measures, discipline, and the implementation of sanctions, if necessary. Assists students in understanding the student conduct process and their responsibilities under the College's Student Code of Conduct. Track and trend disciplinary issues, identify gaps, and improve student conduct policies and procedures. Work directly with students to improve and support them. Develop, analyze, and measure effectiveness, and oversee programs and tools for delivery of student services or programs. Work closely with the Assistant Dean and other College offices to fulfill the goals of the Division of Student Affairs and the College's mission. The Assistant Director of Student Conduct will also act as the Deputy Title IX Coordinator and will be trained on Title IX compliance and will partner with the Title IX office as needed.

Duties and Responsibilities:

- Assist with the development of a Student Conduct Board and/or a Greek Life Conduct Board. Recruit, train and supervise members of the various conduct boards.
- Provide regular training to the College's conduct officers, including but not limited to, Resident Assistants and Student Government and student organization officers.
- Review, administer and implement the student conduct process as outlined in the College's Student Handbook. Revise policies and standards of conduct as necessary.
- Maintain files for disciplinary cases and track sanctions. Provide reports on student conduct matters as requested.

- Serve as the designated manager for the College's behavioral management tool (i.e., Maxient student behavioral records) and provide training and support to partners as needed.
- Develop an enhanced campus wide reporting system for students, faculty and staff to report alleged violations of the student code of conduct.
- Develop template reports, conduct and sanction letters for alleged student conduct violations.
- Adjudicate student conduct cases and assign sanctions as appropriate.
- Serve as a student conduct liaison with the College's Office for Residential Life, Campus Security, Community and Government Relations, Title IX, Athletics, academic units, and other departments throughout the College regarding student conduct related issues.
- Assist with student policy, procedure, and training manual revisions, as well as workshop designs.
- Develop and present seminars/workshops for members of the College community regarding student conduct expectations, academic integrity standards, ethics, integrity, and other issues relevant to the College's standards of student conduct.
- Develop and implement student conduct assessment plans to evaluate service delivery, student learning outcomes and student satisfaction.
- Work with Greek lettered organizations to develop standards to adjudicate new member education violations and Greek Life conduct matters. Investigate and adjudicate violations.
- In collaboration with the College's Title IX Coordinator, develop and/or deliver trainings on Title IX regulations as well as those related to sexual misconduct/sexual harassment and sexual assault and other related matters.
- With respect to Title IX matters, including, but not limited to investigations, adjudications and trainings, maintain a dotted line reporting relationship to the College's Title IX Coordinator.
- Develop, facilitate and/or implement education/awareness workshops addressing critical issues for staff and students, including, but not limited to, those relating to alcohol and drug awareness, sexual harassment and sexual assault prevention, and bystander intervention. Collaborate with other College offices as necessary, including the Office of the Title IX Coordinator and the Office of Student Wellness.
- Manage the College's on-line training platforms to deliver trainings and confirm student fulfillment and compliance, including, but not limited to, annual sexual harassment training.
- Participate in the weekday and weekend duty rotation in the College's Residence Halls.
- Conduct and/or assist in investigations of reported incidents of student misconduct in accordance with College policies, including, but not limited to, those involving residential students. Review and if necessary, revise the Residence Life Agreement.
- Assist/oversee bias-related incident complaints and investigations involving students.
- Maintain strict compliance with College policies, government regulations, laws and mandates, including, but not limited to, those related to Title IX, FERPA and the Clery Act.
- Participate in and support College-wide events, including, but not limited to, Open House, New Student Orientation, Residence Hall Opening and Closing, Annual Clare and Francis Week, Career Fair, Annual Terrier Tuesday, Community Day and SGA Awards and other campus-wide recruitment and on-boarding initiatives.
- Assist with managing emergency situations during and after business hours, as necessary.
- Perform all other duties as assigned.

Qualifications:

- Bachelors' Degree required.
- Master's degree in Postsecondary Administration/Student Affairs, Education, Counseling, Social Work, Psychology, or a related field is preferred.
- Minimum of 3-5 years of professional experience in a role pertaining to student conduct and Title IX investigations/trainings at an institution of higher education.
- Professional experience in Student Affairs, working collaboratively to support student accountability and success.
- Experience assessing and identifying appropriate supportive measures for student populations in higher education.
- Experience working with sensitive information and demonstrating strict adherence to confidentiality mandates such as FERPA.
- Knowledge of student development theory and ability to apply it to student support systems, programs and services.
- Knowledge pertaining to laws and regulations related to student conduct and Title IX compliance.
- Exceptional interpersonal and communication skills (verbal and written), with the ability to work effectively with students, families, faculty, staff and administrators to effect positive change in student behavior.
- Experience with Residential Education, Greek Affairs and student organizations in higher education.
- Knowledge of computer programs, including Microsoft Office suite of applications and advanced Excel and Word skills.
- Experience working with on-line training and management platforms and resources.
- Commitment to diversity, equity and inclusion.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to work evenings and weekends as needed.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply by clicking [here](#).