



Classification Description

Job Title: Coordinator, Community Standards

Pay Grade: 111

Job Code: 4223

FLSA Status: Exempt

Job Purpose

As a key member of the Student Life team, this position is central to the development, communication of, and outreach regarding student conduct and community standards. This position operates with a high degree of integrity and is responsible for providing College-wide professional leadership related to resolving student conduct and academic integrity at FSW.

The Coordinator for Community Standards serves as the secondary case administrator for the implementation of the FSW Student Code of Conduct and other related operating policies. The Coordinator assists the Associate Director, Residence Life and Community Standards with all aspects of the Conduct processes. This includes, but is not limited to, training Case Administrators, Residence Life staff, and reviewing documentation for the College. The Coordinator will be knowledgeable in, higher education law, restorative practices, academic integrity, Title IX, FERPA, and records management.

This position conducts regular outreach, training, and education, to the FSW community about academic integrity, FSW's Code of Conduct, and community standards. The Coordinator will also provide educational opportunities that foster individual growth, ethical development, and personal accountability to students through programmatic means and through the formal Student Conduct Process.

The Coordinator serves as a key participant of the Student Life team related to programs that enhance the retention of students and provides regular assessment and data to the Associate Director, Residence Life and Community Standards, and other stakeholders related to student behavior.

General Responsibilities

Essential Functions

Student Conduct Student Conduct

Serves as secondary Case Administrator for Conduct cases, both residential and nonresidential, for the College.

COORDINATOR, COMMUNITY STANDARDS

Assists Associate Director with reviewing incident reports submitted and conducting investigation, case management, and implements Conduct and Academic Integrity process.

Communicates verbally and written policies, procedures, and rights to students participating in the Student Conduct Process.

Ensures that appropriate timelines are followed, as stated in the FSW Student Code of Conduct, in order to keep the College in compliance with established policies and best practices.

Prepares and analyzes student data to identify trends and makes recommendations accordingly. Gathers and compiles data and assessment results for annual statistical reports to report to Associate Director and Assistant Vice President.

Recruits, selects, trains, and advises the FSW Student Community Standards Board.

Facilitates programmatic and educational efforts involving restorative practices and key training regarding key concepts within the area of restorative justice.

Assists Residence Life Staff with annual review of Residential Community Living Guide to ensure compliance with student conduct process, policies, and procedures.

Serves on the FSW CARE Team regarding students of concerns or students in need of resources.

Works collaboratively with CARE Services to provide support and resources to all FSW students.

Maintains and updates all documents and forms related to the Student Conduct process in Maxient.

Implements student rights and responsibilities campaign using social media and other forms of communication across the College to build a sense of belonging and ensure students are aware of the community standards.

Assists with the completion of Admissions Clearance forms.

Assists Associate Director with the student conduct process, policies, and procedures in the FSW Student Code of Conduct; in accordance with policy and procedure and in conjunction with appropriate departments.

Assists Division leadership in crisis situations.

Establishes performance goals and measures to evaluate success within the assigned area of responsibility.

Assists the Associate Director as a resource on student behavior, conflict resolution, and interpretation of Student Conduct regulations for the campus community.

COORDINATOR, COMMUNITY STANDARDS

Participates in student retention and community-building efforts for the Division.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) years of full-time professional work experience in higher education in residence education, and Student Conduct responsibilities, and crisis intervention responsibilities. Graduate experience can substitute for one (1) year.

Demonstrated experiences in training and development of students and Case Administrators.

Knowledge of Student Life practices including student development, organizational skills, managing and resolving conflict, and comfort in public speaking.

Demonstrated experience using a personal computer, office software such as MS Office, and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.

COORDINATOR, COMMUNITY STANDARDS

- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 1, 2023.