



# University of North Dakota

## Staff Position Announcement

---

Human Resources • Twamley Hall Room 313 • 264 Centennial Drive Stop 8010 • Grand Forks, ND 58202-8010 • 701-777-4361

---

www.humanresources.und.edu

humanresources@mail.und.edu

### ASSISTANT DEAN JUDICIAL AFFAIRS

**POSITION NUMBER:** #12-201

**HR/WK:** 40

**CLOSING DATE:** Open until filled

**BENEFITS ELIGIBILITY:** Benefitted

**MINIMUM SALARY:** \$60,000.00 plus/year

**DEPARTMENT:** Dean of Students

**POSITION STATUS:** Full-Time

**LOCATION:** Grand Forks, ND

**POSITION DESCRIPTION:**

Ensures the integrity of the judicial affairs program and that processes are thorough, fair and reflect best practices. Coordinates changes to and annual review and dissemination of the CODE as well as proposes appropriate changes for the CODE to the Student Policy Committee (SPC) and University Senate for approval and implementation. Investigates student behavioral issues, conducts hearings and presents cases to the Student Relations Committee (SRC) for possible suspension. Serves as a content expert of both the CODE and student conduct process. Investigates issues involving the Fraternity and Sorority community and conducts disciplinary hearings utilizing the Greek Judicial Advisory Board (GJAB). Advises faculty members, administrators and other members of the community on how to address concerning student behaviors. Prepares the crime information and data from the Dean of Students Office to be used in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Coordinates appropriate response to critical incidents and emergencies involving students that are brought forward to the Dean of Students Office by faculty, staff and students. Provides direction and support via the phone to graduate students responding in an on-call capacity after work hours to critical incidents and emergencies involving students. Conducts parental notification in response to critical incidents as needed and appropriate. Advises the Dean of Students concerning the occurrence and management of critical incidents involving students. Serves as a member of weekly meeting of the Campus Life and Safety Team (CLAST). Serves as Chair and provide leadership to the monthly meeting of student services (or student affairs) and faculty members responsible for addressing critical incidents and emergencies involving students in their areas. Selects, provides training to and supervises graduate students serving as members of the on-call staff for critical incident response. Coordinates all aspects of the Special Circumstance/Late Drop Withdrawal. Provides completed applications to the Dean of Students for review and approval. Directs the activities and evaluates the performance of two disciplinary hearing officers in the unit. Provides overall supervision of staff, including staff training and professional development and management of personnel related issues. Evaluates the performance of the Director of the Women's Center. Provides overall supervision of Director of the Women's Center, including training and professional development and management of personnel related issues. Writes the Annual Report for the unit. Collects, analyzes and prepares institutional reports on all data as it relates to the programs administered through the Dean of Students Office. Coordinates assessment activities as it relates to the programs administered through the Dean of Students Office. Develops and coordinates outreach activities, publicity of Unit programs, and technology support, including web sites, related documents and materials, and staff training and education. Serves as a member of the Student Life Directors' Council. Serves as a member of the Student Affairs Council. Provides leadership on various Student Affairs and University committees. Represents the Dean of Students at campus events as appropriate. Assumes responsibility for the Dean of Students Office in the absence of the Dean of Students. Assumes other responsibilities as designated by the Associate Vice President/Dean of Students.

Any submission regarding position openings are subject to the North Dakota Open Records law. The applications of all candidates and nominees are a matter of public record under the statutes and policies of the State of North Dakota.



# University of North Dakota

## Staff Position Announcement

---

Human Resources • Twamley Hall Room 313 • 264 Centennial Drive Stop 8010 • Grand Forks, ND 58202-8010 • 701-777-4361

---

www.humanresources.und.edu

humanresources@mail.und.edu

### REQUIRED QUALIFICATIONS:

- Master's degree with emphasis in College Student Personnel, higher education administration, counseling, education or related field
- Five years progressively responsible work in a college or university setting
- Knowledge and experience in crisis intervention
- Knowledge and experience in campus judicial work
- A strong understanding in the requirements of FERPA, the Clery Act, as well as Title IX policy revisions
- Demonstrated understanding of issues facing diverse student populations in higher education
- Ability to work collaboratively across all institutional lines including a proven record of effective working relationships
- Strong interpersonal, organizational and communication skills
- Appreciation and commitment to a research institution which provides a liberal arts education coupled with strong professional programs
- Experience hiring, evaluating, supervising and training of staff
- Criminal history background check

### REQUIRED APPLICANT DOCUMENTS:

- Completed UND application, cover letter, resume and reference list.

### SPECIAL INSTRUCTIONS:

Please complete UND Application/Control Card form found online at <http://und.edu/finance-operations/human-resources/> referencing job title and posting number. If claiming Veteran's preference, a DD Form 214 must be attached. If claiming Disabled Veterans Preference, a DD Form 214 and a copy of VA statement dated within past year must be attached. All applications must be received or postmarked by the closing date and have complete name and current mailing address.

### SPECIAL CONDITIONS:

Occasional evenings; Open until filled, review of applications to begin February 6, 2012