



Position: **Associate Director, Community Standards**
Department: Student Life and Campus Culture

Position Summary:

The Associate Director for Community Standards supports the college's non-academic student conduct and behavioral intervention initiatives, promoting a safe, inclusive, and respectful campus environment. Reporting to the Executive Director for Student Life, the Associate Director collaborates with Residential Life, Counseling Services, Public Safety, academic partners, and other stakeholders to administer the student conduct processes, implement policies, and provide training and educational programming. This role co-chairs the Behavioral Intervention and Assessment Team, coordinates responses for students of concern, and manages student conduct and conflict cases, balancing community safety, individual rights, legal requirements, and educational opportunities ensuring procedures are in alignment with the College's Jesuit Catholic mission, emphasizing cura personalis (care for the whole person), accountability, ethical decision making and formation of students as responsible members of the community.

Essential Functions:

- Serve as primary hearing officer for alleged violations of the Student Code of Conduct, overseeing residential and non-residential cases including staff and faculty behavioral concerns from report through resolution, including investigation, processing of misconduct reports, facilitation of educational conferences and administrative hearings, determination of responsibility, and assignment of appropriate sanctions in accordance with college policies.
- Develop and implement resolution strategies, including conflict resolution, mediated discussions, restorative practices, and educational outcomes designed to promote student learning and accountability.
- Monitor sanction completion and coordinate administrative and appellate processes to ensure timely and consistent case resolution.
- Manage case workflow, documentation, and record maintenance within the campus conduct management system, ensuring accuracy, confidentiality, and compliance with FERPA.
- Support adherence to college policies related to student rights and responsibilities, including processing of background checks and clearances.
- Serve as the co-chair the Behavioral Assessment and Intervention Team, coordinating proactive and responsive strategies for students of concern in collaboration with Public Safety, Counseling Services, Residential Life, and academic partners.
- Coordinate administrative responses to student-related health, safety, and behavioral incidents occurring on or off campus, ensuring appropriate follow-up and support.
- Support institutional compliance efforts, including Clery-related data collection and reporting requirements.
- Serve as a Deputy Title IX Coordinator.

- Lead the review and revision of student conduct policies and related publications, including the Student Handbook and Student Code of Conduct and other alcohol, drug, or hazing policies and student safety standards.
- Ensure institutional compliance with applicable federal, state, and local laws and regulations related to student conduct.
- Maintain accurate records and generate reports on conduct trends, case outcomes, and departmental effectiveness; analyze data to inform recommendations for policy, procedural, and programmatic improvements.
- Coordinate and support the Student Conduct Board, ensuring hearings are conducted fairly, consistently, and in accordance with college policies. Serve as the primary hearing officer for high-level or complex cases, while providing guidance and training to board members and hearing officers.
- Develop and implement educational initiatives that promote responsible decision-making, conflict resolution, leadership, bystander intervention, hazing prevention, and community accountability during orientation and throughout the academic year.
- Provide training and outreach to students, faculty, and staff regarding student rights, responsibilities, and conduct processes.
- Coordinate assessment, strategic planning, prepare departmental reports related to student conduct process and outcomes.
- Serve as a campus resource on community standards and student accountability, and represent the Community Standards Office in campus-wide initiatives
- Performs additional responsibilities in alignment with institutional needs and strategic objectives.

Required Knowledge, Skills, and Abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the values of a Jesuit education.
- Demonstrated administrative skills, including strategic planning, policy development, and data-informed decision making.
- Knowledge of student development and leadership theory, with the ability to apply developmental principles to conduct processes, policy development, and educational programming.
- Strong understanding of behavioral intervention, crisis management, and holistic student support frameworks.
- Knowledge of student conduct theory and practice, including ethical, educational, and restorative approaches to adjudication.
- Knowledge of federal, state, and local laws and regulations affecting student conduct, including FERPA, Title IX, and Clery requirements.
- Ability to interpret and apply college policies, develop educational sanctions, and resolve complex student conduct cases in alignment with legal and ethical standards.
- Investigative and analytical skills to assess conduct matters, evaluate policy effectiveness, and support continuous improvement.
- Ability to facilitate cross-functional teams, chair committees, and collaborate effectively with campus partners including Residential Life, Counseling, Public Safety, and academic departments.
- Ability to develop and deliver training programs and educational workshops to diverse audiences, including faculty, staff, and students.

- Demonstrated initiative, sound judgement, and resourcefulness in planning, implementing, and improving programs and processes.
 - Excellent interpersonal, verbal, and written communication skills, including strong facilitation and presentation abilities.
 - Ability to handle sensitive and confidential matters with professionalism, discretion, and sound ethical judgment.
 - Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
 - Experience with budget management.
 - Strong attention to detail and responsiveness to student and campus concerns.
 - Ability to collect, analyze, and interpret data to inform decision-making and reporting.
 - Experience navigating or managing student conduct management systems, preferably Maxient
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Minimum Qualifications:

- Master's degree in Student Affairs, Higher Education Administration, Educational Leadership, Counseling, Organizational Leadership or closely related field.
- 2-5 years of progressive experience in Counseling, Student Affairs, Education or closely related fields.

Preferred Qualifications:

- Master's in Higher Education Administration, Student Affairs, or related field
- 5 + years of experience in higher education administration.

Send cover letter and resume to communitystandards@shc.edu

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The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
