
Director of Student Conduct

Classification

Classification Information

Classification Title	Student Services Manager I
Class Code	CB75
Band	6
Min Salary	\$40,759
Mid Salary	\$58,086
Max Salary	\$75,413
Advertised Rate	A
Advertised Minimum Salary	\$40,759
USC Minimum Qualifications	Masters degree in Student Services or related field and 1 year related experience, or bachelor's degree and 3 years related experience.
Base Hours	2080
Census	0430
SOC Code	11-9151
EEO Code	E2
Job Group	06

Position Details

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Position Information

Internal Title	Director of Student Conduct
Position Number	00144372
Employee's Building	
Campus	Columbia
Work County	Richland
Slot	80
Type of Staff Position	Full-time Equivalent (FTE)
Part/Full Time	Full Time
Hours per Week	40
(HISTORICAL) Hours per Week	37.5
Weeks per Year	52
Basis	12 months
FLSA	Exempt
Initiator Access	
Position Specific SOC Code	11-9199

Position Description

Job Purpose The Director of Student Conduct leads the Student Conduct Office and the university-wide student conduct system. The Director manages institutional risk in the adjudication of cases, conducts training and outreach, provides consultation on student conduct issues, and assures compliance with applicable laws and regulations. S/he adjudicates allegations of the Student Code of Conduct and assures that the management of case flow affords proper efficiency and workloads. The Director supervises professional staff members in Student Conduct and reports to the Executive Director of Student Conduct and Academic Integrity.

USC Minimum Qualifications Masters degree in Student Services or related field and 1 year related experience, or bachelor's degree and 3 years related experience.

Position Specific Minimum Qualifications (Classified and Unclassified positions) Command of the fields of student conduct and related legal issues and privacy requirements; oral and written/publication skills; experience in training and/or workshop facilitation; extensive knowledge of due process rights of students; Experience supervising full-time or graduate staff.

Preferred Qualifications	Experience with the Maxient database platform
Knowledge/Skills/Abilities	Diplomacy in dealing with students, parents, law enforcement personnel, and other campus constituents on sensitive and confidential cases; strong interpersonal skills and a commitment to student development and integrative learning. Ability to analyze information and quantitative data, and to apply relevant measurements in a productive way.
Supervisory Responsibilities	This position supervises professional conduct administrators and provides direction for conduct administrators in University Housing and Student Life.
Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.	The Director has independent decision making capabilities and her/his decisions are routinely implemented.
Job Duties All job duties must add up to 100%.	
Job Duties requires at least 1 entry.	
Job Duty	5. Supervise, hire, evaluate staff and direct the department's operations 6. Provide oversight of graduate assistants' learning experience and work performance to secure adherence with the Higher Education and Student Affairs program's standards
Essential Function	Yes
Percentage of Time	15
Job Duty	10. Assist in the development and refinement of restorative justice and admissions behavioral review processes.
Essential Function	Yes
Percentage of Time	5
Job Duty	11. Monitor law and policy issues, assess need for and implement changes to policy and practice. Other duties as assigned.
Essential Function	Yes
Percentage of Time	5
Job Duty	1. Direct a comprehensive student conduct program for students charged with Student Code of Conduct violations. 2. Investigate and adjudicate student conduct cases and coordinate complex cases with campus constituents. 3. Refine procedures regarding the handling of all case types to provide for an acceptable balance between the needs and concerns of involved student(s) and the university. 4. Ensure coordinated cooperation among various areas responsible for student conduct (i.e. University Housing, Fraternity and Sorority Life) to establish consistency, efficient work flow, adherence to university policy and delineation of roles and responsibilities.
Essential Function	Yes
Percentage of Time	50
Job Duty	8. Provide leadership and training on accurate input and feature usage of the student conduct database. Recommend and implement changes as system capabilities and constituent needs arise.

Essential Function	Yes
Percentage of Time	8
Job Duty	9. Lead assessment efforts directed at assessing process efficacy and student learning outcomes
Essential Function	Yes
Percentage of Time	8
Job Duty	7. Advise and coordinate recruitment and continuous training related to the conduct system for all students, faculty and staff involved in the processes.
Essential Function	Yes
Percentage of Time	9
Seated Employee	

Employee First Name	Maureen
Employee Middle Name	
Employee Last Name	Grewe
Employee ID	T79832490
(HISTORICAL) Employee ID	

Supervisor Information

Supervisor USC ID	
Supervisor First Name	
Supervisor Last Name	
Supervisor Position Number	

Funding Information

PeopleSoft Funding

Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

Source of Funding

State Funding %	100
Federal Funding %	0
Other Funding %	0

Position Attributes

Hazardous weather category

Safety/Security Sensitive or Requires a CDL No

Please explain

ADA Checklist

ADA Checklist

Mental Demands

Additional Mental Demands Written Communication Ability to manage multiple priorities simultaneously.

Physical Demands

Lifting Requirements

Visual Acuity Requirements

Noise Conditions

Physical Demands (Elements Exposed to)

Additional Physical Demands Writing

Please Select Any and All Equipment Needed to Perform the Duties

List Any and All Additional Equipment Needed to Perform the Duties Vehicles

Seated Employee

Seated User

Details

First Name Maureen
Last Name Grewe
Work Email grewe@mailbox.sc.edu
Employee ID T79832490

Supervisory Position

Supervisor Position Description

Job Title Executive Director of Student Conduct and Academic Integrity

Position Number	00003881
Org Unit	SAAS Student Conduct and Academic Integrity (450000)
First Name	Alisa
Last Name	Liggett
Email	alisac@mailbox.sc.edu

Position Documents

No documents have been attached.