

## Student Conduct Officer – Vincennes, IN

### Description:

The Student Conduct Officer is responsible for managing all conduct referrals that come into the Dean of Students office. This position would work closely with the Dean of Students to ensure objectivity and consistency within the judicial affairs process.

### Primary Duties & Responsibilities:

- Serves as the University Conduct Officer responsible for managing conduct referrals; assigns charges to involved parties, adjudicates violations, interprets University policies, and maintains student conduct records
- Ensures objectivity and consistency for students referred
- Works with the Dean of Students to organize and train the hearing board and the Student Life Advisory Committee.
- Responsible for coordinating the logistics of hearing board meetings and Student Life Advisory committee hearings
- Works with departmental, divisional, and university leadership as needed to manage alleged violations of the academic integrity policy

### Qualifications:

- Bachelor's degree in social work, human services, or similar area required
- Experience in graduate or professional experience with student conduct cases or processes.
- Preferred one year of experience working with and/or partnering with university housing and/or residence life at the professional or graduate level.
- Demonstrated skills with both written and verbal communication to a diverse audience.
- Demonstrated ability to think critically about complex issues and maintain objectivity in decision-making
- Ability to manage multiple tasks in a fast-paced environment.

### Benefits:

- The candidate will be eligible for all benefits available to full-time employee of Vincennes University. More information can be found by visiting the benefits page of the VU website: <http://vinu.edu/human-resources>

### How to Apply:

Interested applicants should submit a Resume/CV, cover letter, and contact information for three references to Human Resources by email to [jobs@vinu.edu](mailto:jobs@vinu.edu) or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. The successful candidate must be prepared to assume the position upon hiring. Please note theselected candidate will be required to submit to a criminal history background check.

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