Job Title: Coordinator, Judicial Affairs

BCAT Code: 09IX42
Pay Grade: G16
Pay Grade: FLSA Status: Exempt
Effective Date: June 25, 2013
Revision Date: July 1, 2013

General Description
Serves as one of the University judicial officers adjudicating the general conduct student judicial system for violations occurring within University Housing. Reports to the Senior Coordinator for Judicial Affairs in the Office of the Dean of Students.

Examples of Duties
- Serves as an administrative hearing officer for violations of the Student Code of Conduct as well as the University Housing Community Living Standards.
- Serves as a Dean of Students designee for the resolution of alleged violations of student misconduct occurring in University Housing through formal and informal processes.
- Serves as the primary investigator for alleged violations of the University Housing Community Living Standards, and as back-up investigator for alleged violations of the Hazing Policy.
- Serves as a resource person for the staff in University Housing and the Office of the Dean of Students to respond to a wide variety of inquiries related to student conduct issues.
- Co-advises the Student Judicial Board (SJB) in developing and implementing appropriate training processes, such as group retreats, in-service programs, individual training plans.
- Oversees the implementation and delivery of all aspects of the SJB participation in the University Parking Appeals process.
- Supervises, trains and evaluates undergraduate and graduate student employees and/or student interns.
- Assists in the management of appropriate tracking systems to monitor student compliance with judicial directives and sanctions and in the maintenance of trend data concerning official University judicial records for violations occurring in University Housing.
- Assists in the development of periodic and annual reports; supports special projects or assignments given by the Associate Dean of Students, the Senior Coordinator for Judicial Affairs and/or the Associate Vice President or Dean of Students.

Knowledge, Skills and Abilities
- Knowledge of University Housing Community Living Standards, the University Student Code of Conduct, University procedures and protocols.
- Excellent interpersonal skills.
- Ability to act independently and use good judgment in solving common problems.
- Ability to provide direct independent supervision.

Minimum GSU Hiring Standards
Master’s degree and two years of related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.