Georgia State University

Job Specification

Job Title: Senior Coordinator, Judicial Affairs

BCAT Code: 09JU02
Pay Grade: G18
FLSA Status: Exempt
Effective Date: June 1, 2011
Revision Date: July 1, 2013

General Description
Coordinates a variety of the Office of the Dean of Students efforts in providing a high level of judicial affairs services for Georgia State University.

Examples of Duties
- Coordinates the Office of the Dean of Students student judicial system for alleged violations occurring in University Housing.
- Develops and manages appropriate tracking systems to monitor student compliance with judicial directives and sanctions.
- Co-advises the Student Judicial Board in developing and implementing appropriate selection procedures and training processes.
- Serves as the resource person for faculty, staff, administrators, and students in a variety of academic units, student service or administrative departments, and student organizations.
- Provides direct and functional supervision to professional staff, graduate assistants, and student employees.
- Creates and maintains an ongoing assessment plan to measure student learning outcomes.
- Collects, analyzes, and reports information to be used for university level reports or briefings.
- Serves as Office designee and assists in special projects.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of higher education policies and procedures concerning student discipline and grievance.
- Knowledge of principles and practices related to student affairs administration, judicial affairs, and student development.
- Knowledge of computer operations, such as Excel, Word, etc.
- Skilled in dealing with sensitive and confidential issues.
- Excellent interpersonal, communication, and organizational skills.
- Ability to handle multiple complex tasks and competing demands and pay attention to detail.
- Ability to work both as part of a team and independently, often with minimal supervision.
- Ability to successfully mediate solutions for parties in conflict.
- Ability to investigate incidents, collect data, reason logically, and draw valid conclusions.

Minimum GSU Hiring Standards
Master’s degree and three years of related experience; or a combination of education and 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.