

position availability

Community Conduct Officer & Service Coordinator (SCUPA III) Regular, Full-Time Position (S02-FT-2013)

Responsibilities

Educate the campus at large about the community code of conduct and process. Hear student judicial cases on campus and make fair and consistent decisions about possible violations and enforce proper developmental sanctions. Serve as the Title IV deputy, in the role of conduct officer while following state and federal laws. Train and coordinate the campus Hearing Board. Construct a Behavioral Intervention Team and/or serve on one under the AVP/Dean of Students. Work with students on developmental sanctions, possibly including mediation, restitution, and other developmental sanctions. Work closely with campus and community police, community members, staff, and faculty to implement service opportunities. Administer the Alternative Breaks Program (spring & winter break, summer service trips) including education, and travel. Perform other related duties as assigned.

Qualifications

Minimum requirements: Master's degree and the completion of a successful interview which may require a demonstration of knowledge and skills. **Additional qualifications:** Knowledge of state and federal laws, specifically regarding higher education; excellent verbal and written communication skills; ability to build relationships; ability to work closely with a team, strong organizational skills; working knowledge of Microsoft Excel, Word, Outlook, spreadsheets, and databases; and demonstration, through past accomplishments and behaviors, of the ability to support Mansfield University's principles and values of Character, Scholarship, Culture, Service (<http://www1.mansfield.edu/mansfield-creed>) and the University's strong student-centered vision and mission. **Preferred:** Experience working in a leadership role with college students; understanding of college student development; experience with higher education judicial and/or conduct systems; experience with state school judicial processes; experience with the Alternative Breaks program; experience with service learning and service programs in higher education; experience with college Hearing Boards; experience with behavioral intervention teams in higher education; and a degree in College Student Personal or Higher Education Organization/Leadership. **Other conditions** of employment include verification of all earned degrees through the receipt of original transcripts; and an acceptable background check report.

Essential Functions

Must work cooperatively with various constituencies including, staff, faculty, community members and students. Effective use of interpersonal, oral and written communication skills. Must work independently and as a team player. Must master attention to detail; and interact with diverse publics in a friendly and welcoming manner. Must have the ability to use software application programs such as word processing, spreadsheets, e-mail; effective use of phone, keyboard and other office equipment. May be required to lift, stand, walk, reach with arms, kneel, stoop, etc.

Salary

Regular full-time position. Starting salary in accordance with the SCUPA Collective Bargaining Agreement for SCUPA III \$24.61/hr. Excellent SCUPA benefits: <http://hr.mansfield.edu/benefits.htm>.

Application Procedure

Submit via electronic application (<http://mansfield.edu/hr/employment-opportunities/>) a letter of application that addresses how your qualifications/skills meet the needs as detailed by the position description. Include a resume and the names, addresses, and telephone numbers of three supervisory references (covering 10 years past employment or extent of employment history). Application review begins immediately. Applications will be accepted until February 7, 2013.

Setting

Located in the beautiful mountains of rural, north central Pennsylvania, Mansfield University is a member of the Pennsylvania State System of Higher Education, currently enrolling approximately 3,200 students, including more than 400 graduate students. Founded in 1857 as Mansfield Classical Seminary, Mansfield University is proud of its long tradition of preparing excellent teachers, as well as its more recent role as a public liberal arts university focused on leadership development. The university is located within Tioga County which is noted for its quality of life and numerous recreational opportunities. It is home to five state and federal parks, seven lakes, the Pine Creek Rail Trail, and the 50-mile long gorge of the Pennsylvania Grand Canyon. The university is an hour south of the Finger Lakes wine region of upstate New York. www.mansfield.edu

An equal opportunity/affirmative action employer complying with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act (Title 42, USC 1990).