



Student Conduct Appeals Manager Job Description

JOB INFORMATION

Job Code:	137638
Job Title:	Student Conduct Appeals Manager
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Student Programs
Job Family Group:	Student Support Services
Management Level:	7 Individual Contributor

JOB SUMMARY

Reviews student conduct appeals, and collaborates with the relevant panels and university offices in preparing comprehensive appeal determinations to present to university leadership. Acts as the lead contact in communicating with students, their attorneys and parents, senior-level university administrators, and/or outside counsel, regarding specific appeal matters. Serves as a campus leader on academic integrity issues at the graduate school level, including managing the university's case database and policies and procedures. Assists in meeting compliance standards and best practices both nationally and locally.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Doctorate	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related experience in advising, investigating, and/or adjudicating student conduct cases and handling misconduct or grievance processes.
X		Demonstrated ability to make thoughtful and effective recommendations in student conduct related matters.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated critical thinking and communications skills.
	X	Demonstrated experience interacting effectively with senior-level faculty and staff on sensitive and confidential student conduct matters.
	X	Ability to act as an objective facilitator of university processes.
	X	Ability to draft policies and memorandums that can withstand external scrutiny and review.
	X	Strong organization, planning, analytical and problem resolution abilities.

Other Job Factors

- May require working evenings and/or weekends, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Reviews student conduct appeal files and investigate case files to ensure consistent and fair application of university policy and procedures. Lead appeal panel discussion and analysis, and document conclusions. Provide written recommendation to Student Affairs leadership in a timely manner. Distribute final appellate decisions to appropriate individuals and ensure case files are properly closed.				
Reviews data from student conduct case files to identify common themes in misconduct, or issues with the university's process. Provides recommendations for preventative or educational measures, and/or assist in the evaluation and ongoing development of conduct-related policies and procedures.				
Identifies faculty, staff, and students to participate on appeal panels. Advises, trains, and coordinates panel members and ensure they are performing their roles consistent with university expectations. Creates appeal files for the review of the panel members, and addresses questions or concerns panel members may have about the student conduct files.				
Interprets relevant policies, rules, procedures and guidelines. Serves as a point of contact for students, parents, advisors, university offices, or external agencies, for appeal-related matters. Professionally support and advise Student Affairs leadership, committees, and panel members.				
Acts as leader/facilitator of the academic integrity process for graduate students at the university. Maintain contact with each of the academic integrity coordinators across the programs to ensure consistency in process, and address questions and concerns.				
Creates workshops and activities for student, faculty, and staff to promote engagement and increase awareness regarding Student Code of Conduct and procedure. Educates faculty and staff on student rights, campus resources, and behavior management techniques.				
Maintains currency with, understand and ensure compliance with all university policies and procedures and applicable state, federal and local laws, regulations and policies.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.