



Student Judicial Affairs Hearing Officer Job Description

JOB INFORMATION

Job Code:	137637
Job Title:	Student Judicial Affairs Hearing Officer
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

Investigates and adjudicates reported incidents of conduct by students in violation of university policy. Promotes and ensures accountability to university practices and policies related to all forms of student conduct through educational intervention and disciplinary action, and serves as a primary point of contact for student, faculty, staff, and external parties and witnesses.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Master's degree	

Additional Education

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

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 student support services.
X		Demonstrated interpersonal, critical thinking and communication skills.
X		Demonstrated analytical and/or problem solving capabilities.
X		Ability to deal objectively and tactfully with sensitive, confidential information.
X		Ability to conduct interviews and investigations.
X		Ability to present ideas clearly and effectively, both orally and in writing.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Conducts investigations of reported incidents of misconduct under the university's Student Conduct Code and other university policies. Determines and executes investigative plan and timeline. Identifies and interviews respondents, victims, and witnesses, and serves as the primary point of contact for all interested parties. Gathers, reviews and analyzes evidence under the Student Conduct Code and other university policies.				
Convenes and conducts hearings with student respondents and advisors to inspect and review all evidence and allegations charged against respondents. Conducts further investigation as appropriate. Weighs evidence from various sources, determines credibility, makes findings of fact, and proactively identifies conduct or academic work violating the Student Conduct Code and other university policies. Determines if conduct code or policy has been violated.				
Prepares and maintains comprehensive reports based on investigative findings, documenting the chronology and content of the investigation and evidentiary review process. Adjudicates cases, renders findings of fact and determines violations of code and policy. Determines disciplinary and educational sanctions as appropriate to the health safety and wellbeing of the university community and the mission of the office. Negotiates resolutions and enforces sanctions which have been imposed. Prepares comprehensive written responses to appropriate appeals panels.				
Communicates and provides information about conduct review process. Provides guidance and support resources to students involved in the investigation and conduct review process. Tracks case developments, completion and follow-up including sanction compliance. Identifies trends in conduct and campus incidents in various campus communities for education and outreach.				
Provides consultation to faculty regarding academic integrity standards and the conduct review process. Provides training to individuals or groups relevant to policies governing student conduct, accountability, academic integrity, bystander intervention, hazing, and other university guidelines as appropriate. Develops, plans and presents student, parent and faculty/staff educational programs. Assists in preparation or updates of publications. Provides training and guidance to graduate and undergraduate workers.				
Collaborates and coordinates with campus partners, faculty, and staff as appropriate to mitigate threat and increase student support. Address and respond to student behavioral problems and mental health concerns. Guide students in examining their conduct within the context of their health, safety and wellbeing, and adjustment to campus life. Educate students about academic and behavioral standards at USC. Guide students in identifying problems, resources, and developing strategies to best address issues that pose challenges to students' personal and educational success; help students refining conflict resolution and decision making skills; refer students to appropriate resources to address issues of concern.				
Maintains compliance with federal and state laws regarding privacy. Maintains compliance with university policy and legal mandates regarding fair process and student procedural rights. Maintains statistical data, department and student records, documentation of procedural compliance, communication and case management.				
Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately. of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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.