



JOB DESCRIPTION

TITLE:	Conduct and Community Standards Coordinator
DEPARTMENT:	Student Life
REPORTS TO:	Dean of Students
SUPERVISES:	None
CLASSIFICATION:	Student Workers Non-Exempt Part Time Grad Assistant

ABOUT US:

Villa Maria College is a private, Catholic college providing students with the premier student-centered experience in Western New York. Students learn and grow with a culturally diverse population that lives its ideals of truth, charity, and unity.

MISSION STATEMENT: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

Under the direction of the Dean of Students, the Conduct and Community Standards Coordinator (Graduate Assistant) will support and provide enriching co-curricular experiences for students of the College.

ESSENTIAL RESPONSIBILITIES

- Assist in managing and maintaining student health records, including but not limited to, State vaccinations
- Provide information to students regarding the university’s conduct process; inform students of their rights and responsibilities\
- Adjudicate student conduct code violations and follow up on sanction completion
- Work collaboratively with Student Life Coordinator and CARE Center interns to facilitate various educational and socioemotional workshops for student engagement

- Assist in creating and disseminating communications to students, including newsletters, social media announcements and other relevant information on behalf of the Dean of Students and Student Life
- Utilize social media, primarily TikTok and Instagram to increase the visibility of the Dean of Students office
- Assists in division-wide assessment efforts to gauge the student experience
- Researches best practices and generates ideas for increasing retention and persistence
- Supports the First Year Mentoring, Leadership Development, and New Student Orientation Programs

ESSENTIAL QUALIFICATIONS:

- Bachelors Degree Required;
- Enrolled in or completed a Master's program in Higher Education, Student Affairs Administration, or related field preferred;
- Understanding of student development theory, program design and implementation, student leader training and development;
- Desire to contribute to a small private campus and growing department;
- Ability to make sound decisions when trouble shooting issues or dealing with ambiguous situations;
- Ability to work independently and adhere to deadlines are required; strong interpersonal skills, creative, self-starter a must;
- Advanced knowledge of Word, PowerPoint, Excel, and Outlook are required;
- Excellent communication skills, oral and written; and
- Attention to detail and time management skills essential.

ESSENTIAL FUNCTIONS:

Professional business office setting. This work may include hours of standing and walking, including up and down stairs, moving up to 25 pounds. Evening and weekend hours may be needed on occasion to perform work associated with this position. Consistent computer work with hand and wrist movement is necessary on a daily basis.

COMPENSATION: \$10,000 (\$6,000 stipend and \$4,000 tuition reimbursement paid to the institution providing the graduate studies)

APPOINTMENT: beginning August 5, 2024 through May 2025, with the possibility of reappointment

TIME COMMITMENT: 20 hours per week

WORK ENVIRONMENT:

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be

needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT: jobs.villa.edu

When you have completed the on-line application process your information will be forwarded to the Search Committee for review and consideration. Once the selection process is completed, qualified candidates will be contacted for an interview.

Posting Deadline: Review will begin immediately and will continue until the position is filled.