



Job Description

Position Title: Assistant Director of Community Service and Student Conduct

Emp Class: A1

Grade: G

Job Code: A2942

Date Posted: February 2012

This is a regular, full-time exempt position, minimum 40 hours per week.

POSITION SUMMARY

Assists the Director of Community Service and the Director of Student Conduct in an effort to provide educational activities and events designed to raise awareness of the importance of community service and as well to help in the resolution of conduct violations, determination of appropriate charges and informal resolution or sanctions whenever appropriate.

KEY RESPONSIBILITIES

% OF TIME

Conducts informal resolution meeting in an effort to address and resolve student misconduct violations. Assigns appropriate educational sanctions with the goal of promoting positive community interactions. Evaluates sanctions rendered for consistency and equity. Systematically analyzes the effectiveness of the conduct system for fairness and consistency. Collaborates with Resident Directors to develop and implement educational conduct related programming for students. *

35%

Assists with the planning, implementation and assessment of University Community Service programming. Evaluates programming to ensure consistency with the Center for Community Service's mission and goals. *

30%

Establishes, cultivates and maintains effective working relationships with community agencies and other non-profit partners in the greater Hartford area in an effort to assist students, faculty, staff and alumni in locating volunteer opportunities. Coordinates transportation to ensure volunteers have access to opportunities in the local area, as necessary and appropriate. *

15%

Maintains an accurate database of active community partners. Ensures the website displays an up to date listing at all times. Updates the listings as necessary and appropriate to ensure department personnel and volunteers have access to accurate community partner information.

10%

Monitors and updates databases related to conduct and student housing as necessary and appropriate.

10%

Performs other related duties as assigned.

* *Indicates an "essential" job function.*

Job Description

Position Title: Assistant Director of Community Service and Student Conduct

WORKING CONDITIONS

Normal office situation.

Requires travel, including overnight stays.

PHYSICAL EFFORT

Typically sitting at a desk or table.

Light lifting or carrying 25 lbs or less.

KEY JOB REQUIREMENTS

Formal Education:	Bachelor's Degree required.
Work Experience:	1 years to < 2 years.
Impact of Actions:	Makes recommendations or decisions which usually affect the entire department.
Complexity:	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
Decision Making:	Varied: Supervisor is available on an "as needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.
Internal Communication:	Requires regular contact to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion.
External Communication:	Requires regular external contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with the public involving the enforcement of regulations, policies and procedures.
Customer Relations:	Contact with customers is face-to-face or over the telephone for directly selling/representing a variety of products and capabilities.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary workers or student workers.
Knowledge & Skills:	Professional Skills: Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (i.e., management). Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.
Special Skills:	* <i>The ability to work effectively with diverse groups.</i>

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.