About Wichita State University
Wichita State University (WSU) prides itself on innovation and entrepreneurship, with applied learning a core tenant of the student experience at all levels. WSU is the 3rd largest university in Kansas, and the largest university within the largest city in Kansas. With over 15,000 students and growing, WSU is quickly gaining recognition as a vital economic leader in Wichita, Kansas, and the region. The WSU physical campus has doubled over the last 4 years, and only continues to grow and recruit new students, businesses, and community members to our diverse campus.

About Student Conduct & Community Standards
The Student Conduct and Community Standards staff is responsible for protecting the rights, safety, and well-being of members of the campus learning, working, and living environment. This is achieved through providing a procedurally-sound, legally-compliant, developmentally-focused, and student-centered accountability process for reviewing and responding to student and student organization behavior.

We work collaboratively with students, faculty, staff, and community partners to communicate expectations and address concerning behaviors and potential violations of University policy and connect students to helping resources for education, empowerment, and encouragement of behavior change.

General Description
The Office of Student Conduct and Community Standards is committed to fostering an educational climate that supports the mission of Wichita State University. The Graduate Coordinator (GC) for Student Conduct and Community Standards will support the mission through educating the campus community and encouraging responsible decision making and appropriate conflict resolution amongst students.

Duties & Responsibilities

Education/Outreach
- Serve as a resource and provide education to WSU community regarding University policies and procedures, including the Student Code of Conduct
- Research, design, and implement educational seminars for sanctioned students and organizations
- Manage social media presence and website for Student Conduct & Community Standards
- Facilitate presentations for new students and their guests during Orientation
- Design new and update current resources available to students, faculty, staff, and community members relating to the student conduct process
- Collaborate with campus and community partners on educational efforts relating to alcohol and drug use/abuse and sexual violence prevention
- Assist with training Housing & Residence Life staff and Resident Assistants
- Develop a branding and marketing campaign to increase campus awareness of office services and resources

Administration of the Conduct Process
- Adjudicate student conduct cases for individuals and student organizations and track sanction completion
- Conduct educational conversations with students for problematic behavior that may not rise to the level of a violation
- Facilitate conflict resolution processes
Administration & University Service

- Assist Associate Director and Director in strategic planning and assessment initiatives
- Serve on divisional and institutional committees as assigned
- Supervise undergraduate and/or graduate student assistants as appropriate
- Manage configuration and assignment of cases through the Maxient electronic database
- Represent Student Conduct & Community Standards at programs and events as needed
- Attend professional development programs, conferences, and trainings to stay current with best practices and training requirements
- Conduct periodic reviews of the Maxient system to ensure all letters, forms, and cases are up to date
- Participate in policy revision processes on an as needed basis

Minimum Education & Experience Requirements

1. Bachelor’s Degree (awarded by position start date)
2. Experience in a student support capacity at a higher education institution
3. Computer skills including Word, PowerPoint, Outlook, and Excel

Minimum Required Knowledge, Skills, & Abilities

1. General understanding of the current trends and issues impacting student populations and higher education
2. Demonstrated ability to analyze complex situations, determine facts, exercise good judgment, identify solutions, and consistently apply policies, procedures, and laws
3. Written, verbal, and interpersonal communication skills sufficient to successfully interact with students, large groups, faculty, staff, law enforcement, family members, the public, and other professionals
4. Ability to facilitate educational programs and presentations for students, faculty, staff, and community members
5. Demonstrated experience in effectively managing highly confidential and sensitive matters and attention to detail

Preferred Experience Requirements

1. Experience working with conduct software (Maxient, Symplivity, Pave Systems, etc.)
2. Demonstrated dedication to the principles and values of the field of Student Conduct Administration with the ability to promote self-responsibility and high ethical standards among students, faculty, and staff
3. Demonstrated knowledge of relevant higher education regulations that impact the student conduct process including, but not limited to, FERPA and Title IX
4. Ability to conduct investigations, document findings, and maintain case files
5. Experience and/or training in forms of conflict resolution including conflict coaching, mediation, facilitated dialogues, and restorative justice
6. Familiarity with creating web-based and print marketing materials including various social media platforms (Facebook, Twitter, etc.)
7. Exposure to best practices in program assessment and evaluation

Academic Requirements

1. The GC must be admitted to, enroll, and maintain enrollment during the term of the appointment in the Higher Education and Student Affairs track of the Master of Educational Psychology program.
2. The GC expected to continue positive academic progress by:
Graduate Coordinator
2019-2020 Position Description
Office of Student Conduct & Community Standards

a. receiving a semester GPA of 3.0 or greater as well as maintaining a cumulative GPA of 3.0 or greater while enrolled in the academic program. If the GC does not meet this standard, they will be placed on SCCS Academic Probation for the following semester. GCs who achieve a semester GPA below a 2.5 GPA should consult with the supervisor to determine if continued standing as a GC is in their best interest.

b. An Academic Probation semester may only be used once during any 24-month period of time. If an GC returns from academic probation and fails to meet requirements again within twelve months, they will not be permitted to continue in the GC position.

3. The GC must be enrolled in at least 6 graduate credit hours and be making academic progress toward graduation. At least 3 credits per semester must be taken in person and on campus. If the GC falls below 6 credits in any given semester may be asked to terminate their status as an GC.

4. The GC may not carry more than 9 credit hours per semester without approval from the Associate Director for Student Conduct & Community Standards. The GC may be asked to drop hours in excess of 9 credit hours.

Terms of Appointment & Important Dates
Applicants should be aware of the following dates and information which are requirements of employment:

- The GC position works an average of 20 hours per week in any week classes are in session
- This position requires some night and weekend hours
- The GC position will begin August 1, 2019 and will end no later than May 29, 2020
  - The GC will be eligible for a second contract year if desired and their performance in the position has been satisfactory.
  - Summer opportunities are flexible based on the GC’s academic commitments and interest in other opportunities such as an ACUHO-I or NODA internship (should the academic program allow for this).
- The GC must be in good conduct standing with the University during the course of employment.

Compensation
Compensation for the GC will include the following:

- Stipend of $7200 over the contract term
- In-state tuition waiver up to 6 credits per semester (does not cover student segregated fees)

Questions & Contact
Please direct any questions regarding the GC position to the following:

- Kyle Wilson, Associate Director for Student Conduct & Community Standards at kyle.wilson@wichita.edu or 316-978-6542