

Associate Director of Student Conduct

Opportunity Profile



APPALACHIAN STATE UNIVERSITY

Student Affairs

care. engage. transform.



Associate Director of Student Conduct Office of the Dean of Students

Appalachian State University is excited to announce an opening within the [Office of the Dean of Students](#). The Associate Director of Student Conduct will advance the [mission](#) and [strategic plan](#) of the university through the student conduct framework to meet the division's goal to care for, engage, and transform students.

About the Position

Appalachian State University is seeking a passionate, engaged student conduct professional to serve as the Associate Director of Student Conduct. This role serves as a full-time, professional staff member and assists in promoting the mission and philosophy of the office. In addition, the Associate Director oversees and administers all case management for the Student Conduct system which includes academic and non-academic misconduct.

The Associate Director is responsible for:

- coordinating the day-to-day operations of the student conduct office;
- advising the University Conduct Board;
- designing and facilitating training for Conduct Review Officers, University Orientation, and key campus partners;
- serving as a resource for participants in the disciplinary process;
- compiling and sharing assessment results for informal resolutions and the annual report; and
- completing other duties as assigned.

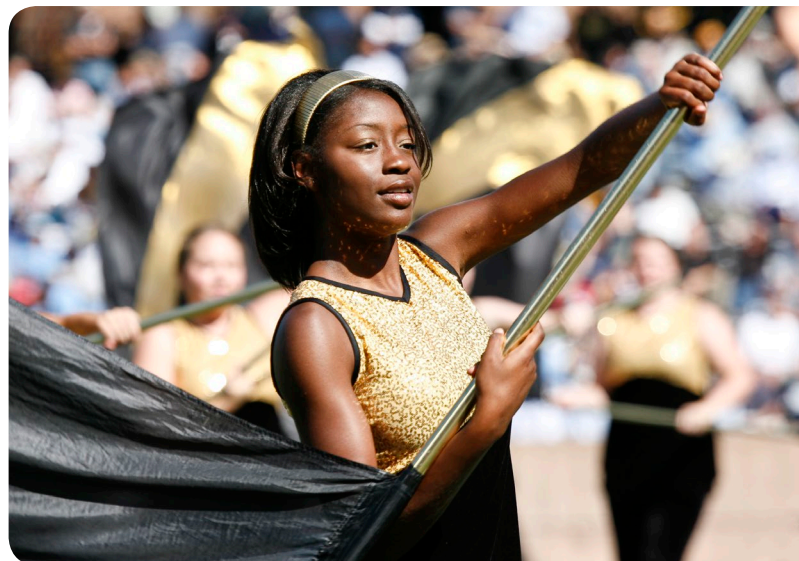
The Associate Director reports to the Assistant Dean of Students and Director of Student Conduct, supervises two Assistant Directors, and participates in the Office of the Dean of Students on-call rotation.

About the Office

The mission of Appalachian State University's Office of Student Conduct, under the Division of Student Affairs and a unit of the Office of the Dean of Students, is educating students about community standards, promoting student learning and accountability, and facilitating the development of thoughtful and responsible citizens. The Office of Student Conduct strives to:

- reduce and prevent behavior that undermines student academic success and that negatively detracts from the educational mission of the University;
- to improve the health and safety of students and the community;
- to provide timely support and resources for students; and,
- to prevent violence in and around the University campus.

[Full HR Position Information](#)



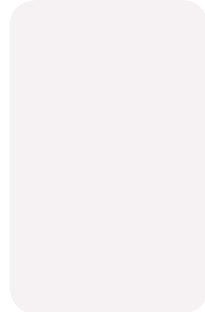
Preferred Qualifications

- Experience and/or training in adjudicating academic integrity cases in a university environment.
- Experience and/or training in adjudicating student organization cases in a university environment.
- Experience with Maxient Conduct Manager software.
- Prior attendance at the Donald D. Gehring Academy for Student Conduct Administration.



Required Qualifications

- Earned Master's degree in Student Affairs, Higher Education, or related field.
- Minimum of five years professional, progressively responsible, post graduate work experience. Work experience must include a minimum of two years within a student conduct office.
- Demonstrated knowledge of applicable legal issues and promising practices related to student conduct, academic integrity, and interpersonal violence.
- Demonstrated experience supervising graduate or professional staff.
- Demonstrated experience designing and facilitating staff training.
- Demonstrated commitment to diversity and inclusion.



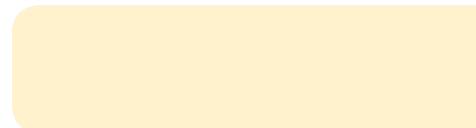
Professional Advancement

The Division of Student Affairs provides a Professional Development Series currently focused on Mid-Level Managers, New Professionals, and Graduate Assistants, as well as an Annual Conference. The division has a variety of committees, councils, taskforces, and working groups that provide opportunities for our staff to give input on important initiatives as well as expand their skills.

Professional development travel funds, when available, are provided for opportunities within the state, region, or nation. Staff are encouraged to submit abstracts for presenting at conferences and serve in leadership roles in professional organizations.

The State of North Carolina offers a Tuition Waiver Program for taking up to three courses annually at a University of North Carolina institution with no cost to the employee.

Appalachian State also offers professional development classes through Human Resources.



Procedure for Application

Applying

Appalachian State University offers a challenging academic environment, energetic campus life and breathtaking location. Appalachian combines the best attributes of a small liberal arts college with those of a large research university. We are committed to excellence through a talented and diverse faculty and staff. We appreciate your interest in joining our Appalachian Community.

Part of the University of North Carolina System, Appalachian State offers excellent benefits, including health care and retirement plans, tuition assistance for employees, and generous leave time.

Applications are only accepted through the university's career portal, AppState Careers. To apply, you must complete the online application as paper or emailed application materials will not be accepted.

A completed application must include a letter of interest, resume, and three references including their name, title, email address, and telephone number.

Apply today at: appstate.peopleadmin.com

Position Number: 063051



Important Details

Employment with Appalachian State University is contingent upon satisfactory completion of a background check to ensure a safe learning and work environment for our students, staff, and faculty.

Individuals with disabilities seeking reasonable accommodations during the application and interview process, should contact the Office of Disability Resources at 828-262-3056 or odr.appstate.edu.

Appalachian State University participates in E-Verify.

Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.



Appalachian State University

The University

Appalachian State University, located in Boone, North Carolina's Blue Ridge Mountains, prepares students to lead purposeful lives as engaged global citizens who understand their responsibilities in creating a sustainable future for all. The transformational Appalachian experience promotes a spirit of inclusion that brings people together in inspiring ways to acquire and create knowledge, to grow holistically, to act with passion and determination, and embrace diversity and difference. Appalachian enrolls about 18,000 students, has a low student-to-faculty ratio and offers more than 150 undergraduate and graduate majors. It is one of 16 universities in the University of North Carolina system.



Our Leadership

Dr. Sheri Everts serves as Appalachian's Chancellor. The University is governed by the university's Board of Trustees and the **University of North Carolina** system's Board of Governors.



Fast Facts

Appalachian State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, intermediate, and doctoral degrees.

Fall 2018

19,108 students:

- 17,381 undergraduate (main campus and distance)
- 1,727 graduate (main campus and distance)

- 16.2% ethnically diverse (18% among first-year students)
- 16:1 student/faculty ratio
- 98% of full-time faculty have doctorate, first professional degree, or other terminal degree
- 126,000 living alumni from all 50 states and many countries across the globe

Vision and Strategic Direction

Appalachian State University aspires to be the destination institution for dedicated students who seek challenging academic programs and co-curricular experiences, engaged faculty and a vibrant campus culture that will shape them into engaged, responsible global citizens. Inspired by the ideal of sustainable community, we seek to deliver the Southeast's best comprehensive, progressive education.

Undergraduate costs, 2018-19 academic year:

- \$14,836 in state
- \$29,643 out of state

(includes tuition and fees for 12+ credit hours, standard option meal plan, standard room and board, and most textbooks)

Our History

Appalachian was founded in 1899. The pioneering spirit necessary to overcome the mountains' hardships quickly characterized the institution, giving Appalachian a special niche in higher education that continues today. After more than a century, students still feel the pull of this unique place to transform their lives, and Appalachian has remained focused on providing students with educational experiences that are not only life-changing but world-changing.



Division of Student Affairs

The Division

Student Affairs at Appalachian State University integrates both in-class and out-of-class experiences of students. These educational efforts are directed at developing both intellect and character of students. To accomplish this, the Division makes available a wide range of educational experiences through programs and activities that complement and support the academic experience in the classroom. Although the primary focus of these activities is to advance student learning, they also provide needed services, support, and recreational opportunities to help students meet the challenges of college and to enhance the quality of student life. The Division of Student Affairs has been organized to help accomplish these aspects of the University's mission.

Mission

We develop lifelong learners and leaders by engaging and challenging students within a culture of care and inclusion.

Vision

We aspire to transform all students through a foundation of care and engagement.



Care. Engage. Transform.

Each day, our professionals strive to live out our tagline in their work: **care. engage. transform.**

care. Our work creates a culture of care that builds a foundation for students to thrive and be resilient.

engage. Our diverse, student-centered community fosters local-to-global learning, leadership, engagement, and service.

transform. We transform students into dynamic leaders and lifelong learners who will make a difference in their communities and throughout the world.

care.
engage.
transform.

Our Leadership

J.J. Brown serves as our Vice Chancellor for Student Affairs. Previously J.J. was the Associate Vice Chancellor and Dean of Students for the Division. Prior to coming to Appalachian in 2010, J.J. served nine years as an Associate Dean of Students at The University of Tennessee, Knoxville.

Departments

Career Development

Child Development Center

Counseling and Psychological Services

Electronic Student Services

Multicultural Student Development

Office of the Dean of Students

- Case Management
- Off-Campus Community Relations
- Parent and Family Services
- Student Conduct
- Student Legal Clinic
- Student Veteran Services

Office of Student Affairs

- Capital Projects Management
- Finance and Human Resources
- Staff Development and Strategic Initiatives
- Student Affairs Assessment

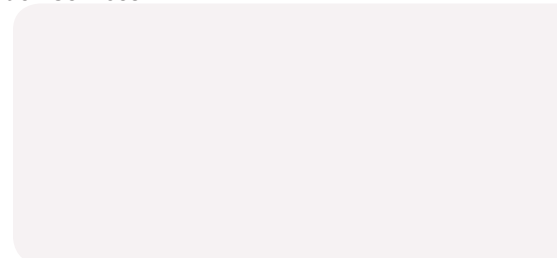
Student Engagement and Leadership

Student Health Services

University Housing

University Recreation

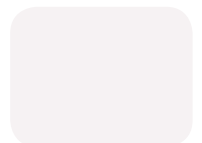
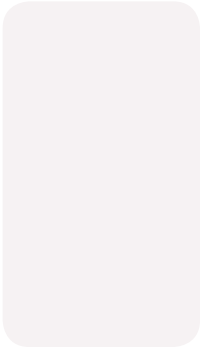
Wellness and Prevention Services



The High Country of North Carolina

Boone, North Carolina

The **Town of Boone** and Appalachian State University have formed an unbreakable bond which is reflected in our service to our community, staff, faculty, administration, and to our students. Named in 2005 as one of four North American adventure destinations, Boone has lots to offer! Enjoy its beautiful seasons, with cool spring temperatures, mild summers, colorful autumns, and snowy winters. Students and staff love the beautiful mountain environment while hiking, skiing, biking, paddling, picnicking, or walking through town. There are outdoor activities for all seasons and for all to enjoy.



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Division of Student Affairs | Appalachian State University

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