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# Director of Student Conduct

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## Classification

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### Classification Information

<b>Classification Title</b>	Student Services Manager I
<b>Class Code</b>	CB75
<b>Band</b>	6
<b>Min Salary</b>	\$40,759
<b>Mid Salary</b>	\$58,086
<b>Max Salary</b>	\$75,413
<b>Advertised Rate</b>	A
<b>Advertised Minimum Salary</b>	\$40,759
<b>USC Minimum Qualifications</b>	Masters degree in Student Services or related field and 1 year related experience, or bachelor's degree and 3 years related experience.
<b>Base Hours</b>	2080
<b>Census</b>	0430
<b>SOC Code</b>	11-9151
<b>EEO Code</b>	E2
<b>Job Group</b>	06

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## Position Details

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**Position Information**

<b>Internal Title</b>	Director of Student Conduct
<b>Position Number</b>	00144372
<b>Employee's Building</b>	
<b>Campus</b>	Columbia
<b>Work County</b>	Richland
<b>Slot</b>	80
<b>Type of Staff Position</b>	Full-time Equivalent (FTE)
<b>Part/Full Time</b>	Full Time
<b>Hours per Week</b>	40
<b>(HISTORICAL) Hours per Week</b>	37.5
<b>Weeks per Year</b>	52
<b>Basis</b>	12 months
<b>FLSA</b>	Exempt
<b>Initiator Access</b>	
<b>Position Specific SOC Code</b>	11-9199

**Position Description**

**Job Purpose** The Director of Student Conduct leads the Student Conduct Office and the university-wide student conduct system. The Director manages institutional risk in the adjudication of cases, conducts training and outreach, provides consultation on student conduct issues, and assures compliance with applicable laws and regulations. S/he adjudicates allegations of the Student Code of Conduct and assures that the management of case flow affords proper efficiency and workloads. The Director supervises professional staff members in Student Conduct and reports to the Executive Director of Student Conduct and Academic Integrity.

**USC Minimum Qualifications** Masters degree in Student Services or related field and 1 year related experience, or bachelor's degree and 3 years related experience.

**Position Specific Minimum Qualifications (Classified and Unclassified positions)** Command of the fields of student conduct and related legal issues and privacy requirements; oral and written/publication skills; experience in training and/or workshop facilitation; extensive knowledge of due process rights of students; Experience supervising full-time or graduate staff.

<b>Preferred Qualifications</b>	Experience with the Maxient database platform
<b>Knowledge/Skills/Abilities</b>	Diplomacy in dealing with students, parents, law enforcement personnel, and other campus constituents on sensitive and confidential cases; strong interpersonal skills and a commitment to student development and integrative learning. Ability to analyze information and quantitative data, and to apply relevant measurements in a productive way.
<b>Supervisory Responsibilities</b>	This position supervises professional conduct administrators and provides direction for conduct administrators in University Housing and Student Life.
<b>Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.</b>	The Director has independent decision making capabilities and her/his decisions are routinely implemented.
<b>Job Duties</b> <b>All job duties must add up to 100%.</b>	
Job Duties requires at least 1 entry.	
<b>Job Duty</b>	5. Supervise, hire, evaluate staff and direct the department's operations 6. Provide oversight of graduate assistants' learning experience and work performance to secure adherence with the Higher Education and Student Affairs program's standards
<b>Essential Function</b>	Yes
<b>Percentage of Time</b>	15
<b>Job Duty</b>	10. Assist in the development and refinement of restorative justice and admissions behavioral review processes.
<b>Essential Function</b>	Yes
<b>Percentage of Time</b>	5
<b>Job Duty</b>	11. Monitor law and policy issues, assess need for and implement changes to policy and practice. Other duties as assigned.
<b>Essential Function</b>	Yes
<b>Percentage of Time</b>	5
<b>Job Duty</b>	1. Direct a comprehensive student conduct program for students charged with Student Code of Conduct violations. 2. Investigate and adjudicate student conduct cases and coordinate complex cases with campus constituents. 3. Refine procedures regarding the handling of all case types to provide for an acceptable balance between the needs and concerns of involved student(s) and the university. 4. Ensure coordinated cooperation among various areas responsible for student conduct (i.e. University Housing, Fraternity and Sorority Life) to establish consistency, efficient work flow, adherence to university policy and delineation of roles and responsibilities.
<b>Essential Function</b>	Yes
<b>Percentage of Time</b>	50
<b>Job Duty</b>	8. Provide leadership and training on accurate input and feature usage of the student conduct database. Recommend and implement changes as system capabilities and constituent needs arise.

<b>Essential Function</b>	Yes
<b>Percentage of Time</b>	8
<b>Job Duty</b>	9. Lead assessment efforts directed at assessing process efficacy and student learning outcomes
<b>Essential Function</b>	Yes
<b>Percentage of Time</b>	8
<b>Job Duty</b>	7. Advise and coordinate recruitment and continuous training related to the conduct system for all students, faculty and staff involved in the processes.
<b>Essential Function</b>	Yes
<b>Percentage of Time</b>	9
<b>Seated Employee</b>	

<b>Employee First Name</b>	Maureen
<b>Employee Middle Name</b>	
<b>Employee Last Name</b>	Grewe
<b>Employee ID</b>	T79832490
<b>(HISTORICAL) Employee ID</b>	

#### **Supervisor Information**

<b>Supervisor USC ID</b>	
<b>Supervisor First Name</b>	
<b>Supervisor Last Name</b>	
<b>Supervisor Position Number</b>	

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## **Funding Information**

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### **PeopleSoft Funding**

Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

#### **Source of Funding**

<b>State Funding %</b>	100
<b>Federal Funding %</b>	0
<b>Other Funding %</b>	0

#### **Position Attributes**

**Hazardous weather category**

**Safety/Security Sensitive or Requires a CDL** No

**Please explain**

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## **ADA Checklist**

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**ADA Checklist**

**Mental Demands**

**Additional Mental Demands** Written Communication Ability to manage multiple priorities simultaneously.

**Physical Demands**

**Lifting Requirements**

**Visual Acuity Requirements**

**Noise Conditions**

**Physical Demands (Elements Exposed to)**

**Additional Physical Demands** Writing

**Please Select Any and All Equipment Needed to Perform the Duties**

**List Any and All Additional Equipment Needed to Perform the Duties** Vehicles

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## **Seated Employee**

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**Seated User**

**Details**

**First Name** Maureen  
**Last Name** Grewe  
**Work Email** grewe@mailbox.sc.edu  
**Employee ID** T79832490

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## **Supervisory Position**

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**Supervisor Position Description**

**Job Title** Executive Director of Student Conduct and Academic Integrity

<b>Position Number</b>	00003881
<b>Org Unit</b>	SAAS Student Conduct and Academic Integrity (450000)
<b>First Name</b>	Alisa
<b>Last Name</b>	Liggett
<b>Email</b>	alisac@mailbox.sc.edu

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## Position Documents

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No documents have been attached.