

## POSITION DESCRIPTION INFORMATION

### PROPOSED NEW POSITION: Prevention & Conduct Coordinator

#### POSITION DETAILS

Position Number: Student Services Professional 3  
New Position

Working Title: Prevention & Conduct Coordinator  
Position Type: Staff Full-time (11 month contract)

This position would be a peer position to the First Year Experience Coordinator and the Student Activities Coordinator. This position may have supervisory duties over student staff only. Proposing Grade 78, reporting directory to the Dean of Students and Campus Life.

#### POSITION DUTIES

- 70% Prevention & Wellness
- Collaborate with various offices on campus (e.g., Residence Life, Health and Counseling, Title IX) to coordinate educational programming, messaging and support for student success.
  - In conjunction with student services departments, develop long and short term plans, set goals and assess services regularly.
  - Develop programs/events/services that address substance use and abuse. Collaborate with the Student Activities office, Residence Life and First Year Experience to implement alcohol alternative programs.
  - Develop programs/events/services that address healthy relationships and sexual harassment/violence prevention. Collaborate with Title IX to implement bystander engagement programming and other violence prevention programs.
  - Develop programs/events/services that address suicide prevention. Collaborate with Health and Counseling and other community partners to expand suicide prevention efforts at UAS.
  - Implement self-esteem, self-awareness and leadership skills development into prevention programming.

30%

### Student Conduct

- Under the direction of the Dean of Students and Campus Life, serve as a conduct hearing officer and assist with the management of the conduct database.
- Create and distribute materials to faculty and staff regarding student conduct and the availability of services and support.
- Assist the Dean of Students and Campus Life in compliance and reporting for the Drug Free Community Schools Act
- Facilitate educational workshops for sanctioning purposes on topics including civility, substance use, and others as needed.

### Knowledge/Skills/Abilities

Demonstrated knowledge and understanding of student development theory and a commitment to student success.

Demonstrated ability to creatively plan, organize and execute events.

Superior organization and communication skills.

Strong analytical and problem solving skills.

Enthusiasm and a dedication to a culture of safety and respect.

### Required Experience:

1-2 years of professional experience in higher education or prevention fields.

### Typical Education or Training:

Bachelor's degree required; Masters preferred.