Division of Student Affairs  
JOB DESCRIPTION  
Assistant Dean of Students

Department: Office of Student Conduct (OSC), Dean of Students Office  
Organization: Division of Student Affairs  
Position Title: Assistant Dean of Students  
Supervisor: Associate Dean of Students & Director, Office of Student Conduct  
Job Family/Level/Code: 33/13/2780  
Position Status: Full-time, Regular, Exempt

Nature of Responsibilities:
Assist in the administration of the university’s disciplinary process for all alleged undergraduate misconduct. Receive complaints, conduct investigations, determine probable cause, conduct hearings, and issue sanctions as appropriate. Educate and train the community about University policy and procedures, particularly members of the Undergraduate Conduct Board. Enter and maintain records in compliance with OSC and university policies. Participate in the institution’s 24/7 crisis response on-call system and attend regularly scheduled training. Serve as liaison to off-campus neighborhood associations, Durham city officials, and the Durham Police Department. Assist in assessment of the Office of Student Conduct’s learning outcomes, including evaluation of emerging best practices.

Duties:
Student Conduct Case Management (60%)
- Assist in the receipt of complaints and investigation of allegations of undergraduate student conduct and allegations against student groups
- Serve as a hearing officer for administrative resolution of cases of student and group/organization misconduct; mediate cases involving student conflict
- Determine responsibility for allegations of misconduct; issue university-level sanctions as appropriate (up to and including suspension and/or expulsion)
- Consider evidence for inclusion in hearing packet materials for cases that proceed to the Undergraduate Conduct Board
- Write follow-up letters, finalize cases, and complete records in data management system
- Monitor completion of sanctions issues through the disciplinary process
- Counsel students in academic, personal, and disciplinary matters; assess at-risk students for additional intervention by appropriate personnel (e.g. DuWell, DukeReach)
- Evaluate emerging practices for possible implementation in the University’s disciplinary process (e.g. restorative justice)

Administrative Duties (35%)
- Meet regularly with key constituencies regarding shared concerns (e.g. Greek organization leadership councils, the Office of Fraternity & Sorority Life, neighborhood associations from across city of Durham, representatives from national offices affiliated with Duke University Greek-letter organizations)
• Provide outreach to university offices regarding office policy and procedures and university protocols
• Provide ongoing training of policies and procedures to faculty and staff in university offices and schools
• Aid in the development and coordination of training for paraprofessional staff
• Aid in office assessment efforts in accordance with OSC and Divisional standards
• Communicate to internal and external constituencies
• Develop and facilitate prevention initiatives for campus subpopulations
• Support university officials in collecting federally-required information

Other Duties (5%)
• Serve as “dean on-call” in 24-hour emergency on-call rotation; respond to crises involving students; assist in development of protocols
• Assist in the review and development of university policies related to student conduct
• Assist in the editing of office publications, including the OSC website and The Duke Community Standard in Practice: A Guide for Undergraduates
• Work with University Counsel and outside counsel in responding to claims filed against Duke; testify as needed in depositions or court
• Other related duties as assigned incidental to the nature of the position or appropriate to the missions of the Office of Student Conduct, the Dean of Students Office, the Division of Student Affairs, and the university

Required Minimum Qualifications
Master’s degree in higher education/student services, counseling, or related area. Three (3) years (post-master’s degree) of relevant experience in a higher education or related setting. Background in advising/counseling students and prior work administering student conduct processes preferred.

Job Specific Skills and Competencies:
• Excellent verbal and written communication skills, critical-thinking skills, use of sound judgment
• Knowledge of university disciplinary systems and relevant legal issues
• Commitment as a hearing officer to an unbiased/neutral perspective until evidence supports an opinion
• Strong attention to accuracy and detail
• Proficiency with Mac platform and Microsoft Office applications; experience with Symplicity’s Advocate strongly preferred
• Ability to strategically and sensitively ask questions, evaluate responses, weigh information, and determine responsibility, with an eye toward maximizing educational opportunities consistent with university philosophy
• Skills relevant to establishing and maintaining successful partnerships with alumni, parents, faculty/staff, administration, members of the community, and other stakeholders
• Ability to interpret data, distinguish nuances, and evaluate multiple course of action
• Ability to take initiative, balance multiple projects, set priorities, and work autonomously yet also as a member of a team
• Ability to communicate difficult/sensitive information
• Ability to effectively testify in court or other legal proceedings

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