

JUDICIAL OFFICER *

Function of Job:

Under general direction of responsible student affairs official, to be responsible for directing all aspects of the college/university student conduct system, including decision-making with regards to general policy and individual cases.

Characteristic Duties and Responsibilities:

1. Be responsible for selection, training, advising and indirect supervision of all faculty, staff and students involved in student conduct system, including judicial boards.
2. Develop policy/rules and long-term plans/programs relating to student conduct.
3. Coordinate and monitor college/university efforts to affect student conduct.
4. Counsel and interact with students regarding disciplinary/student conduct matters.
5. Represent college/university to parents, faculty, staff, media and community regarding student conduct.
6. Supervise all communications with students relative to student conduct process, including clarification of policy and compliance with due process requirements.
7. Participate in appropriate college/university committees.
8. Supervise student interns and office support staff.
9. Coordinate with USNH General Counsel any legal implications of specific cases and work with appropriate officials regarding public statements to media on student conduct issues.
10. May supervise support staff as needed.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree and two years of experience in student affairs, counseling, systems development, training/presentation and supervision or Bachelor's degree and two years of legal affairs experience and two years of experience in student affairs, counseling, systems development, training/presentation and supervision.
2. Communication skills, both oral and written.
3. Supervisory ability.
4. Knowledge of due process rights of students.

1/15/91

System Approval

1/15/91

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 9/27/83 and revised 5/5/88.