



Assistant Coordinator (2) Student Development Specialist II (SDS II)

The Offices of the Dean of Student Life (ODSL) is one of the seventeen departments in the Division of Student Affairs and is responsible for a myriad of student programs and services including: New Student & Family Programs; Health Promotion; the Student Conduct Office; Student Legal Services; Student Assistance Services; the Women's Resource Center; Student Media; the Gay, Lesbian, Bisexual, Transgender (GLBT) Resource Center; and Adult, Graduate & Off-Campus Student Services (AGOSS).

Position Overview:

There are currently two (2) full-time positions responsible for assisting in the resolution of student conduct cases and other office initiatives, services and projects. Tasks include administering the student conduct code; serving as a student conduct investigator; assisting with office assessment; assisting with office presentations and trainings; creation, development, and implementation of educational workshops and sanctions; and possibly serving as a mentor/coach for students enrolled in the University's Back on TRAC Program. This position reports to the Associate Director for ODSL and is managed by the Program Coordinator in the Student Conduct Office.

Required Education and Experience:

- Bachelor's degree with one or more years of experience in student affairs work or related specialty. No experience required with a Master's degree.

Preferred Education and Experience:

Bachelor's degree in humanities, social science, or related area, or Master's degree in student affairs, counseling, or related field. Related extra-curricular experience and/or student development experiences with a Master's degree.

Responsibilities Include:

- Assist in the resolution of student conduct cases and other office initiatives, services and projects.
- Review reports for potential violations of the Student Conduct Code, meeting with students, witnesses, advisors and other supporters to resolve cases, and assigning appropriate educational sanctions.
- May serve as panel chair or student conduct administrator as needed.
- Design, implement, and evaluate presentations and workshops to students, faculty, and staff in alignment with office mission.
- Oversight of students who have been assigned community service hours, which includes seeking community service projects, documentation, and communication with offices and staff.
- Serve on University, Division of Student Affairs, and Department committees as assigned.



Salary:	\$33,000 to \$38,000 plus excellent State benefits
Application Deadline:	Application review will begin immediately
To Apply:	Complete an application online via the TAMU Employment Website http://jobpath.tamu.edu/postings/84455

For more information contact:

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Texas A&M University has a strong institutional commitment to the principle of diversity in all areas. In that spirit we are particularly interested in receiving applications from a broad spectrum of people including women, members of ethnic minorities, and individuals with disabilities.