



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Assistant Director of Community Standards
Department:	Enrollment Management and Student Life
Reports To:	Assistant Dean and Director of Community Standards

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Assistant Director of Community Standards supports the development of a safe, respectful, and inclusive campus community by administering the student conduct process in accordance with institutional values, policies, and applicable laws. This role is grounded in restorative and developmental approaches and promotes student learning, accountability, and engagement, especially within the unique cultural and historical mission of Clark Atlanta University.

Duties and Responsibilities:

Key Responsibilities:

Student Conduct

- Manage and adjudicate cases involving alleged violations of the Student Code of Conduct, ensuring fair, impartial, and timely resolution.
- Serve as a hearing officer for informal and formal conduct hearings.
- Maintain case records using the institutions conduct management system (e.g., Maxient).
- Collaborate with Housing and Residence Life, Campus Public Safety and other university departments as necessary.
- Stay current on legal and regulatory trends in student conduct and higher education.
- Provide case management and follow-up support to students involved in conduct processes.
- Refer students to campus resources (counseling, academic advising, disability services) as appropriate.
- **Community Standards**
- Develop and facilitate outreach programs on student rights and responsibilities, conflict resolution, restorative practices, and ethical decision-making.
- Promote a campus culture of integrity, respect, and accountability through educational campaigns and partnerships.
- Serve on behavioral intervention teams or other related committees as needed.
- Manage day-to-day operations of the student conduct process, including intake, investigation, adjudication, and resolution of alleged violations.
- Conduct administrative hearings for student conduct cases involving individuals and organizations.
- Train and advise hearing officers, student conduct board members, and faculty/staff volunteers.
- Develop and deliver educational programs related to community standards, conflict resolution, and restorative justice.

Training & Supervision

- Assist with the training and support of faculty, staff, and student conduct board members on conduct procedures and policy.
- May supervise graduate assistants, interns, or student staff.
- Partner with cultural centers, student organizations, and academic departments to ensure conduct processes are equitable and inclusive.

Knowledge, Skills and Abilities:

- Demonstrated commitment to diversity and inclusivity, as well as the ability to work with a wide range of constituencies (students, staff, faculty, parents/guardians, and administrators) with diplomacy and tact
- Ability to act independently, take initiative, and exercise sound judgment
- Some weekend and evening work may be required as necessary
- Knowledge of Maxient (content management system) preferred
- Ability to work autonomously as well as with a team;
- Ability to communicate effectively orally and in writing;
- Ability to organize and direct multiple activities simultaneously;
- Proficiency in Microsoft Office and social media applications.

Minimum Hiring Standards:

Education	Master's degree required. Preferred background in Student Development or Higher Education Leadership.
Years of Experience	3-5 years direct experience supervising and managing the areas of student life, staff training and development, student development and student programming.
Years of Management/Supervisor Experience	2-3 years managing professional and/or student staff.

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