BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of Judicial Affairs and Student Information

DEPARTMENT: Student Life and Judicial Affairs, Division of Student Affairs

FUNCTION: To manage daily operations pertaining to the improvement, awareness, and execution of the college’s Student Code of Conduct; oversees Information Desk Operations at all college locations; ensures effective use of technology in all areas of Judicial Affairs and Student Information.

REPORTS TO: Dean of Student Life and Judicial Affairs

SUPERVISES: Assigned student workers.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Responsible for evaluating, coordinating, and implementing all judicial matters related to the Student Code of Conduct (the Code), and for overseeing Information Desk operations at all college locations.

2. Ensures Student Government Association and student clubs receive proper guidance and training pertaining to the Code.

3. Identifies best practices pertaining to college judicial matters, recommends, and implements data-driven changes.

4. Maintains the Student Code of Conduct current through college’s marketing tools (i.e. Student Handbook, Student Life and Judicial Affairs website) on a regular basis.

5. Responsible for collaborating with Director of Student Development to ensure appropriate student training and awareness, interpretation and implementation of the Code.

6. Engages in identification and implementation of best practices within the area of student development initiatives.

7. Collaborates with counseling, advising, health services, the Behavioral Intervention Team, and Public Safety on judicial matters, and provides administrative and counseling support for student in the conduct system.

8. Prepares annual reports, recommends, and implement data-driven changes as directed by the Dean of Student Life and Judicial Affairs.
9. Works with Dean of Student Support Services to develop career programs and opportunities for students in CTE programs.

10. Performs additional tasks or duties as assigned by the Dean of Student Life and Judicial Affairs or other designated management.

**MINIMUM QUALIFICATIONS**

Knowledge, Skills and Abilities: Full knowledge and understanding of FERPA; Ability to demonstrate a professional demeanor and excellent customer service skills at all times; Understanding of the community college mission and open door access policy. Demonstrated knowledge and use of technology. Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s degree in counseling, higher education, psychology or related areas.

Experience: Minimum of two (2) years in student life experience within an institution of higher education.

_Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status._

Submitted by: ___________________ Date: ____________
Name/Title

Approved by: ___________________ Date: ____________
Name/Title

Reviewed by: ___________________ Date: ____________
Human Resources

Board Approval: ___________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE