



Staff Job Description

DATE	POSITION #	POSITION TITLE
5/3/2019	FS 9714	Student Compliance Liaison

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Student Affairs	Student Support	Full-Time Professional Support 5	FA9695

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: ESP	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> ____ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
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JOB SUMMARY: This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

Driven by compassion, inclusivity, integrity, teamwork, and work-life balance the Student Affairs Division is committed to student success by ensuring that high quality programs and services are delivered by a caring and professional team.

The Student Compliance Liaison will demonstrate the ability to understand and commit to the division’s goals of student success driven customer service, diversity, equity, quality and continuous improvement of processes, accountability standards, and measurement practices. The Liaison is responsible for the oversight, monitoring and intake of Student Conduct, Student Title IX, and BIT reports and for accurate and timely reporting and notification to help ensure campus and student safety and compliance with federal guidelines and best practices. The incumbent will manage the case management reporting system and continuously improve database processes in alignment with federally mandated guidelines and college policies. The Liaison will meet with students involved in first-time lower level Student Conduct cases, will analyze case facts and determine course of outcome. The Liaison will be responsible for reviewing incoming sanctions for Student Conduct cases for accuracy, completion and learning outcome acceptance. Coordinates the Judicial Board Hearing and Title IX Hearing Panel process from pre-hearing through sanction completion. Monitors, tracks and compiles data; and researches, analyzes and makes recommendations for continuous improvement. Schedules trainings and events, develops supporting materials, and assists in facilitating training. Serves as a resource, coordinates office operations and assists the Director as assigned.

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
30	1	The Student Compliance Liaison is responsible for the oversight, monitoring and intake of Student Conduct, Student Title IX, and BIT reports. Responsible for accurate and timely reporting and notification to help ensure campus and student safety and compliance with federal guidelines and best practices. Analyze case facts; conduct further investigation and follow-up; and notice students of potential Student Code of Conduct violations. Review and monitor incoming BIT and Student Title IX reports, which includes notification to LCC Police and Student Title IX Coordinators; expediting ad-hoc BIT meetings; and giving timely and appropriate notification to those involved in Title IX reports.
25	2	Responsible for the Symplicity Advocate Case Management reporting system (Behavior Intervention Team (BIT), Student Code of Conduct and Student Title IX reports). Implements new modules and system updates as needed in conjunction with the vendor. Creates processes, develops reports, and improves system usability to support continuous improvement and align with federally mandated Title IX guidelines. Completes system updates to align with changes in Conduct, BIT and Title IX processes. Maintains, processes, and uploads information into Advocate; and manages cases and student communication flow. Manages student holds and attributes in the Banner student information system; and creates and generates reports in Advocate, and processes reports in Argos. Utilizes various college-wide systems and Microsoft Office software to manage work.
20	3	Serves as the Director of Student Compliance designee in first-time lower level Student Conduct cases where the potential sanctions do not result in suspension, probation, dismissal or expulsion. Analyzes case facts; conducts further investigation and follow-up; completes student and witness (if necessary) interviews; determines finding of responsibility and issuing of sanctions. Places holds on student accounts and reviews completion of incoming sanctions for all Student Conduct cases for accuracy, completion and learning outcome acceptance.
15	4	Assists the Director in serving as a resource to students and the campus regarding processes housed within the Office of Student Compliance (Student Code of Conduct, Student Title IX, and BIT). Serves as a point of contact to assist the Director in coordinating and facilitating the Student Code of Conduct process (due process, hearings and appeals). Coordinates the Judicial Board Hearing and Title IX Hearing Panel process from pre-hearing through sanction completion, and provides all involved parties with resources to ensure a civil and orderly process. Schedules hearings/panels, managing the schedules of board members, board chairs, complainants, responding students, witnesses, LCC Police and other concerned parties.
5	5	Monitors and tracks all relevant data and creates and produces reports related to current and historic cases, trainings, enrollment, surveys, etc. Responsible for creating data collection forms, and compiling data used for the federally required annual Drug and Alcohol Prevention Program (DAAPP) and Annual Security Report (Clery). Researches, analyzes, evaluates, and makes recommendations for continuous improvement based on national professional association recommendations and best practices relative to BIT, Title IX, and Student Code of Conduct learning outcomes, trainings and process updates. Schedules logistics for all trainings and events by the Office of Student Compliance. Develops supporting training and event documents, and facilitates portions of training in collaboration with Director. Serves on Student Compliance Teams, and facilitates communication with membership
5	6	Coordinates office operations. Manages relevant workspaces and document management in alignment with record keeping guidelines. Provides student service and assists with student employee hiring, training and oversight. Monitors and updates Student Compliance web pages and facebook page.
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	9	Type here
	10	Type here



Staff Job Description

CORE COMPETENCIES: Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

1. Demonstrate the ability to understand and commit to the division's goals of student success driven customer service, diversity, equity, quality and continuous improvement of processes, accountability standards, and measurement practices
2. Advanced and professional oral, written, and interpersonal communication skills
3. Ability to communicate one-on-one with students and determine course of action
4. Ability to effectively communicate and provide outstanding customer service to students, colleagues, faculty, administrators and outside constituents
5. Experience in working with and supporting students with diverse experiences
6. Ability to collaborate with other departments, faculty, administrators and staff in support of students while maintaining compliance with regulations and policies
7. Strong analytical and critical thinking skills are necessary in order to analyze reports and quickly determine course of action while keeping safety concerns in mind
8. Be proactive in identifying the probable outcome of a situation before it occurs in order to deflect potential problems.
9. Comprehensive knowledge of Student Affairs
10. Comprehensive knowledge of higher education practices and academic standards
11. Understanding of Student Conduct constructs and due process rights
12. Expert knowledge of integrated administrative case management database systems
13. Strong project and case management skills and ability to compile and track relevant data for use in assessment
14. Ability to work with a team and to further the goals of the Office of Student Compliance
15. Ability to work independently, prioritize multiple tasks, and respond quickly to crisis situations
16. Strong predisposition to work in a setting that manages difficult situations
17. Strong predisposition and ability to maintain professionalism, integrity and confidentiality at all times

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

Required

- Bachelor's Degree from a regionally accredited institution of higher education or equivalent combination of education and progressively more responsible work experience required
- Demonstrated significant experience working in a customer service or office management related role.
- Previous relevant work experience in an academic or similar setting
- Knowledge of student affairs, higher education practices and academic standards
- Highly proficient in a wide range of software applications such as Microsoft Outlook, Word, Excel and PowerPoint

Preferred

- 3 years of work experience in higher education preferred.
- Experience with due process preferred
- Experience with integrated administrative case management database systems is preferred
- Experience with Simplicity Advocate, Banner, and Argos preferred

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

WORK ENVIRONMENT: Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

SIGNATURES

Supervisor's Name: Chris Thompson

Supervisor's Signature:

Chris Thompson

Date: 5/14/19

Dean/ELT's Name: Ronda Miller

Dean/ELT's Signature:

Ronda Miller

Date: 5/14/19

HR Rep: Sydney Glasscoe

HR Rep Signature:

Sydney Glasscoe

Date: 5/14/19



Staff Job Description

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

Position #: FS9714

Date: 5/3/2019

Supervisor's Position #: FA9695

Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises