

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, STUDENT WELFARE

Reports To: Associate Dean of Students

UW Job Code: 3803

UW Job Family: 35 - Student Service Management Support

SOC Code: 21-1012

FLSA: Exempt

Pay Grade: 22

Date: 12-19-12 (revised 5-30-17)

JOB PURPOSE:

Coordinate campus-wide student conduct system and provide leadership for effectiveness and efficiency. Track, document attempted and successful interventions. Provide coordination between various student assistance groups and perform follow-up on cases and referrals. Pursue opportunities to enhance the general welfare of University student life.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the University student conduct system and behavioral intervention initiatives.
- Provide information, support and scheduling for the student judicial affairs and student concern teams.
- Coordinate various student assistance and campus partners in response to behavioral intervention opportunities, intervention referrals, and follow-ups.
- Perform follow-up with students of concern and provide referrals to internal and external resources.
- Develop collaborative relationships with students, staff, and faculty.
- Assist with recruitment and training of conduct administrators.
- Develop and coordinate educational programs and workshops on student conduct and ethics.
- Utilize independent discretion and decision-making authority in the student conduct process, and his/her decisions or recommendations in this capacity are routinely implemented.

SUPPLEMENTAL FUNCTIONS:

- Recommend and participate in the development of University policies and procedures; may serve on departmental committees.
- Perform miscellaneous job-related duties as assigned.
- Stay current with new job-related subject matter.

COMPETENCIES:

- Individual Leadership
- Collaboration
- Motivational Fit
- Influence
- Independence
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **At least 4 years work-related experience.**

- **Experience working with students of concern/care teams and behavioral health issues is preferred.**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Time management techniques and tools.
- On-line assessment programs and statistical applications software.
- Behavioral Intervention sources and techniques.
- Basic, routine and advanced records maintenance.
- Basic, routine and advanced scheduling techniques.
- Basic, routine and advanced community outreach practices.
- Applicable support organizations.
- Basic, routine and advanced laws, regulations, methods, and techniques in the area of specialty.
- University rules and procedures.
- Organizational structure, workflow, and operating procedures.
- Project management principles, practices, techniques, and tools.

Skills and Abilities to:

- Excellent oral and written communication skills.
- Maintain strict confidentiality.
- Perform basic, routine and advanced records maintenance.
- Create, compose, and edit basic, routine and advanced written materials.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Use a personal computer and associated software in use in the department or area.
- Develop and interpret university policies and procedures.
- Prepare and print basic, routine and advanced correspondence and mailing lists.
- Perform investigations.
- Gather data, compile information, and prepare basic, routine and advanced reports.

- Meet deadlines and manage project timelines and priorities.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.