

**ASSISTANT DIRECTOR OF STUDENT ACCOUNTABILITY & SUPPORT**  
**EASTERN ILLINOIS UNIVERSITY**

The Assistant Director assists with the overall administration of the university's Code of Conduct and associated programs. The Assistant Director acts as an administrative hearing officer, including adjudicating misconduct cases, initiating communication with students, appropriately referring students to the Standards Board, and managing student sanctions for cases originating from a variety of sources such as residence halls, university police and off-campus. The Assistant Director will also be responsible for campus and community outreach and education, specifically in the areas of alcohol and drugs, through collaborative work with other departments/agencies. The Assistant Director will be responsible for recruiting and training Standards Board members, assist in responding to allegations of group misconduct, assist with maintenance of conduct records and serve on committees throughout the institution as requested. This individual will have frequent interaction with students, parents, faculty and other departments, including, but not limited to, Housing, Civic Engagement & Volunteerism, New Student Programs, Health & Counseling Clinic, University Police and Charleston Police. This is a 12-month, full time position.

**Required qualifications:** Master's degree in Student Affairs, Counseling, or related field, and at least 3 years' experience in a higher education setting, preferably in student conduct. Outstanding written and verbal communication skills, strong organizational and administrative skills, solid understanding of legal issues, and an understanding of student development theory and the ability to apply theory to practice as necessary. Must be able to analyze and interpret university policy and make independent decisions.

Highly competitive applicants will possess: Experience in Title IX and/or responding to group misconduct allegations. The ability to prioritize and manage a demanding schedule, initiative to start new projects as assigned, and the ability to work collaboratively as a team.

**Applications:** Review will begin immediately and continue until the position is filled, with priority given to applications received prior to October 28, 2019. Candidates should submit an application, letter of interest, resume, and contact information for four references online at: <https://www.eiu.edu/humanres/application/login.php>. The Civil Service examination for this classification is a credentials assessment. No participation other than submission of applicant materials is required from qualified applicants. Upon successful selection of candidate, all scores will be voided from this Assistant Director of Student Accountability & Support register.

For assistance with the application process, please contact Donna Noffke at [dmnoffke@eiu.edu](mailto:dmnoffke@eiu.edu). For questions regarding this search, please contact the Search Committee Chair, Jeremy Alexander, at [jdalexander@eiu.edu](mailto:jdalexander@eiu.edu)

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