



Code of Conduct Coordinator (STS 41265)
Student Success

Location: London

Employment Group: Admin

Type of Position: Full-time

Salary Range: \$104,262 to \$139,013

Closing Date: February 28, 2023

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Hybrid Work: This position requires daily on-site presence and is not subject to hybrid work.

Note: This is a full-time Administrative position (37.5 hours per week).

Duties: The Code of Conduct Coordinator is responsible for the administration of the Student Code of Conduct Policy including conducting meetings to clarify investigation findings, determining sanctions in consultation with academic administrators and applying sanctions. The Coordinator is responsible for the management and coordination of the overall process of student conduct files, in consultation with Campus Security Services and Academic/Student Service managers.

The Conduct Coordinator is responsible for the development of on-going awareness and learning opportunities within the College Community about the Student Code of Conduct policy "Code" and Sexual Violence and Sexual Assault policy through communication strategies, training, leading discussions on student behaviour, monitoring trends, linking with other like policies and developing reporting strategies.

QUALIFICATIONS

- Post-secondary 3-year diploma/degree in Criminal Justice, Human Rights and Social Justice, or Human Resources
- Minimum 7 years' relevant experience, preferably in a post-secondary institution
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Awareness of Violence risk and Threat assessment
- Training in Freedom of Information and Protection of Privacy Act
- Training in Mental Health First Aid or equivalent
- Demonstrated ability to work collaboratively and inclusively
- Experience applying excellent decision-making, problem-solving and conflict resolution skills

- Experience interpreting and applying a range of institutional policies related to personal safety and conduct management
- Experience administering student conduct and/or sexual violence files is an asset
- Demonstrated experience managing complex and confidential case files
- Demonstrated knowledge of victim/survivor centered trauma-informed approaches
- Excellent verbal and written communication skills

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.