

Position Title	Student Life Coordinator
Employee Name	

Date of Issue	2/2024	Position No		Department	Student Affairs
CBU	UMPSA	OT Eligible	No	Salary Band/ Job Family	03 / 19

The Student Life Coordinator will serve as Student Conduct Officer.

Position Summary: The primary role as Student Life Coordinator is to advocate for the needs of students; provide student support and wellness through collaboration with students, faculty, staff, and external services. This position will assist in meeting the needs of UMFK students serving as PDSO (Principal Designated School Official), chairing the DEI Council, and serving as point person for veteran students. As PDSO this position will maintain campus compliance while assisting with the US Department of Homeland Security, Student and Exchange Information System (SEVIS), FERPA and all applicable policies and compliances. The Student Life Coordinator will work collaboratively with the DSOs, admissions staff, and other university offices to facilitate and enhance the resources and services provided to international students.

This position also serves as the Student Conduct Officer. This position will provide support to effectively address student behavioral concerns through procedures set forth in the University of Maine System Student Conduct Code. This position will administer all aspects of student conduct, including facilitating the training of the Conduct Committee, maintaining student conduct files, preparing annual reports of campus incidents, and collaborating with the Deputy Title IX Officer on overlapping cases. Additionally, this person will delegate select cases to additional campus conduct officers such as the Residence Life Director while maintaining administrative oversight. As the Student Conduct Officer, this person will represent UMFK to the UMS Conduct Office and participate in its trainings and processes.

Essential Duties/ Responsibilities (*Note: The University reserves the right to change or assign additional duties as necessary.*):

Student Life Coordinator:

- To work with the Dean of Students or other staff to increase and promote socio-cultural diversity as well as international cultural awareness and to actively support the international student community at UMFK.
- Act as liaison for student Health Clinic
- Be an active member of UMFK’s Care Team to assess student needs & implement strategies that will assist students in being successful.
- Serve as Chair on the DEI Council.
- Serve as point person for veterans and assist in coordinating services and activities.
- To assist the Dean of Students in the construction of budgets, annual reports, and other required documents.
- To function as a member of the University community, accepting special and committee assignments and representing the University at professional and public meetings as requested.
- To complete other tasks as assigned by the Dean of Students

PDSO:

- Maintain all active student status in SEVIS.
- Verify student full-time enrollment.
- Enter data on semester classes.
- Send criteria notices to students and advisors.
- Review and approve special consideration requests.
- Terminate student's record in SEVIS if no longer enrolled.
- Work closely with students to complete the process for OPT and CPT requests.
- Approve and manage all OPT and CPT requests.
- Verify with Registrar's Office that student is scheduled to graduate.
- Complete student's record and notify the student that their status is now completed.
- Process student transfer to another college requests.
- Process student reduction of course load or semester off requests.
- Coordinate and train Designated School Officials (DSOs) and oversee their duties.

Student Conduct Officer

- Maintains privacy of information related to student conduct concerns and exercises discretion to provide timely information and necessary updates across relevant stakeholders.
- Coordinates meetings by compiling documents and scheduling meetings for all Student Conduct Committee Hearings.
- Tracks cases of academic misconduct in the appropriate UMS database and collaborates with the appropriate academic dean regarding the disposition of academic misconduct cases.
- Hears cases, manages files and proper documentation.
- Provides sanctions and ensures sanctions are served.
- Coordinates the maintenance of private records and administrative processes and procedures; generates and distributes appropriate reports.
- Provides training and education to faculty, students, staff, deans, and other constituents regarding student conduct policies and procedures and other related topics while coordinating system training with appropriate UMS officials.

Budget Responsibilities: Manage and engage in responsible fiscal stewardship, including monitoring, analyzing, and reporting.

Reporting Relationship: Dean of Students.

Supervisory Responsibilities: This position supervises work-study students.

Knowledge, Skills and Abilities:

Must have:

- Excellent interpersonal, organizational, and customer service skills;
- A background in college student personnel, higher education administration, residential services, international student services, or related fields is an asset.

Required Qualifications:

- Bachelor's Degree
- Experience in higher education.
- Conceptual understanding of Title IX and/or student conduct
- Demonstrated interest and abilities in student development.

Preferred:

- Master's Degree

- Title IX training
- SEVIS knowledge

Work Schedule: Monday-Friday and may include nights, weekend and holidays.

Signatures: The signatures indicate the employee and immediate supervisor have reviewed the job description.

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
_____ Supervisory Name (Print)	_____ Supervisory Signature	_____ Date