This position serves as the Administrative Assistant to the Director, Judicial and Resource Services.

16A. Essential Functions of the Job.
- Screen and investigate reported violations of the Florida A&M University Student Code of Conduct (on and off campus).
- Conduct Pre-hearing interviews of victims, accused students, and witnesses.
- Follow-up on all cases and keep records for quarterly judicial reports.
- Assist in scheduling Administrative and Judicial Hearings
- Assist in coordinating training for Administrative Hearing Panel members
- Recruit new Administrative Hearing Panel members.
- Facilitate reproduction of hearing tapes and production of transcripts when requested
- Revise the Student Handbook, The Fang, as needed
- Develop handbooks, pamphlets, brochures, and handouts as requested
- Assist in monitoring the Judicial Probation Program
- Provide support for hearing panels
- Maintain database in judicial software program

16B. Marginal Functions of the Job
- Provide additional clerical support when needed

16C. Program Direction and Development

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
- Act as a liaison between University Judicial Office and the FAMU Law Enforcement, the General Counsel’s Office, the Florida State University Department of Public Safety, the Tallahassee Police Department, the Leon County Sheriff’s Department, the Florida A&M Housing Department, the University Counseling Center, Department of Alcohol and Drug abuse regarding and written report of alleged violations of the Florida A&M University’s Student Code of Conduct
- Attend Professional Judicial Affair meetings

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

18. SUPERVISOR’S POSITION: Number: 17354 Class Code: 9421 Class Title: Director, Student Affairs

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)

19A. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
- Monitor and comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)
- Will have access to confidential data subject to numerous institutional, state, and federal statue, rule, and policy and will exercise...
appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to enculture a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. KNOWLEDGE/SKILLS/ABILITIES:

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications:
A high school diploma and seven years of administrative support or related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

Preferred Qualifications: Experience in higher education environment in Student Affairs to include, but not limited to: Public Safety Programs, Student Activities, Housing, or related area. A Bachelor's Degree from an accredited institution and/or four years of experience in Student campus activities, housing, or a related area.

Working Hours: a) Daily from 8 to 5 b) Total hours per week 40 c) Explain any variations in workweek, split shifts, on-call status or rotations.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
Please review statements below check all that apply.
__ This position requires a background check and/or fingerprinting. Florida Statutes.
__ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
__ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
__ This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES:
Incumbent: _____________________ Date:______________
Supervisor: ________________ Date:______________
Reviewing Officer: ________________ Date:______________
Preferred Qualifications:

Working Hours: a) Daily from 8 to 5  
   b) Total hours per week 40  
   c) Explain any variations in workweek, split shifts, on-call status or rotations.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply.

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