

Assistant Director for Residential Conduct
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=255041>

Downloaded On: Apr. 3, 2025 4:27am

Posted Mar. 31, 2025, set to expire Jul. 26, 2025

Job Title	Assistant Director for Residential Conduct
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 31, 2025
Application Deadline	03/28/2026
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Residential Life
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Job Description

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Assistant Director for Residential Conduct

Position Information

Position Title: Assistant Director for Residential Conduct

Department: Student Conduct & Advocacy

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56448>

Job Type: Full-Time

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Posting Detail Information

Position Summary

As a member of the Student Conduct team, The Assistant Director for Residential Conduct serves as the primary staff person managing the residential student conduct program in conjunction with the residential life staff. In this role you will provide a range of professional duties including:

Your duties include:

- Provide Vision and direction for Residential Student Conduct program with a focus on student learning and community standards
- Conduct hearings for students accused of violations of campus polices
- Train and advise residential staff in best practices related to conduct
- Effectively utilize student conduct database (Maxient) and other programs as needed
- Review and triage daily incident reports and administer appropriately
- Serve as the student conduct representative with Residential Life staff
- Use appropriate intervention and helping skills, as needed, with students
- Assist in Clery Reporting compliance
- Adjudicate administrative hearings, as needed, may include Title IX assistance
- Handle parent/family/guardian notifications, as appropriate

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits in an effort to support work-life effectiveness.

About Student Life

As a member of [Student Life](#), you will join service professionals, all driven by one shared set of values designed to help ensure students well-being, create a safe and supportive environment and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build

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communities and advance diversity in all forms. We encourage discovery and celebrate success.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelors degree with 2 years of experience

OR

- masters degree or professional certification with no experience

Preferred Qualifications

- Masters Degree in Higher Education Administration, Student Personnel, Counseling, Law JD or related fields.
- Counseling and Advisement Skills

Physical Demands

Salary Range

\$57,151 - \$65,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Elizabeth Lidano

Contact's Pronouns:

Contact's Title: Director, Student Conduct

Contact's Email: lidano@buffalo.edu

Contact's Phone:



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716-645-6154

Posting Dates

Posted: 03/28/2025

Deadline for Applicants:

Date to be filled: 06/01/2025

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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