



10-1-1999

Request for Nominations and Applications for Position of Director of Student Judicial Affairs

Commission for Blacks

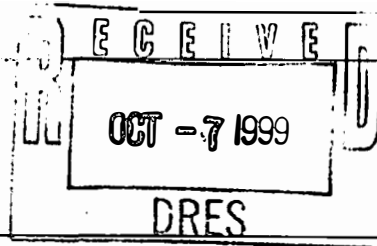
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THE UNIVERSITY OF TENNESSEE
KNOXVILLE



Office of the Dean of Students
413 Student Services Building
Knoxville, Tennessee 37996-0248
(423) 974-3179

October 1, 1999

BRAC
2110 Terrace Ave.
Knoxville, TN 37996-3560

LCB
10/7/99

Send to
CFB
BRAC

DONE 10/11/99
KB

RE: Request for Nominations/Applications

Maria Rudolph
TO WHOM IT MAY CONCERN

The Dean of Students Office is currently seeking nominations and applications to fill the position of Director of Student Judicial Affairs. We are seeking your assistance in identifying qualified candidates to fill the vacancy. We are making a special effort to identify women and minority applicants.

I have appended a copy of the position announcement. Please feel free to share this announcement with anyone you deem appropriate. Nomination and applications will be accepted until the position is filled.

I sincerely appreciate any assistance you can provide in identifying qualified candidates.

Sincerely,

Dr. Maxine Thompson
Associate Dean of Students

MT/pas

Enclosures

POSITION ANNOUNCEMENT

THE UNIVERSITY OF TENNESSEE, KNOXVILLE

DIRECTOR OF STUDENT JUDICIAL AFFAIRS

The University of Tennessee, Knoxville's Student Affairs Division invites applications and nominations for the position, Director of Student Judicial Affairs. The Director has responsibility for managing the office and personnel in the Office of Student Judicial Affairs. The Director reports directly to the Dean of Students.

The Office of Student Judicial Affairs is a unit within the Dean of Students Department and is responsible for investigating and processing cases of academic dishonesty and misconduct by students.

Duties and Responsibilities: The Director is responsible for general administration of the student disciplinary system within the University. Duties include determining penalty recommendations in conjunction with the Dean of Students, training student attorneys and members of the Student Disciplinary Board, preparation, and budget oversight, coordination of special projects and other duties as assigned by the Dean of Students.

Required Qualifications: Master's or terminal degree required in a related field; experience in the administration of a student judicial affairs office; commitment to the educational development of students; strong verbal and written communication skills; demonstrated organizational skills; demonstrated experience of working effectively with a diverse student population; and ability to relate effectively with students and other University units.

Desired Qualification: A law degree from an accredited university program.

Salary: \$42,000 to \$47,000, commensurate with experience and other qualifications.

Nominations and Application: Review of applications will begin September 27, 1999 and will continue until the position is filled. However, for full consideration applicants are to submit a letter of interest, resume and the names, addresses and phone numbers of three references. Materials should be sent to: Dr. Maxine Thompson, Chair of the Director of Student Judicial Affairs Search Committee, The University of Tennessee, Knoxville, 413 Student Services Building, Knoxville, Tennessee 37996-0248.

The University of Tennessee, Knoxville does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 2110 Terrace Avenue, Knoxville, TN 37996-3560, telephone (423) 974-2498 (TTY available). Request for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville, TN 37996-4125.