



Wingate University **Position Description**

Position Title: Director of Community Standards

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website:

<http://www.wingate.edu>

FLSA Classification: 12-Month, Exempt Staff

Job Summary:

The Director of Community Standards supports the University mission by serving as the primary administrator of the University student conduct process and ensuring compliance with all federal, state and local laws. This position also serves as a Deputy Title IX Coordinator and Title IX Investigator. This is a full-time, 12 month, exempt position reporting to the Dean of Campus Life.

Primary Duties and Responsibilities:

- Administrate the University Code of Conduct, including all case management.
- Serve as Title IX Investigator and Case Manager
- Ensure University compliance for all conduct related issues, including those related to Title IX, the Clery Act, the Campus Sexual Violence Elimination Act (SaVE), and the Violence Against Women Act (VAWA) as well as other campus compliance efforts.
- Manage the University Honor Council, including training, planning and implementation of Honor Council proceedings; recruit and train Honor Council Chair and plan and develop training for all University hearing officers.
- Plan and coordinate comprehensive programming and outreach efforts related to alcohol and drug education.
- Develop and enhance education-based sanctioning system
- Support the Dean of Campus Life in the management of student and academic related conduct.

Minimum Requirements:

- Bachelor's degree required
- Master's degree preferred

Salaries and benefits at Wingate are competitive and commensurate with experience.

Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.