

Office of Student Development
Peer Review Board Coordinator Job Description, 2013-2014

The Mission of the Office of Student Development: Residential Programs is to create safe and inclusive living learning communities that foster holistic education and global citizenship. Residential Living's Vision reflects a commitment to the intentional creation of effective and innovative programs aimed at developing students to be engaged campus and global citizens, and active agents of social change.

Under the direct supervision of the Assistant Director of Community Standards and Leadership, the Peer Review Board Coordinator (PRBC) will be responsible for assisting in the recruitment, training and oversight of the student peer review board members; serve as adviser to the Peer Review Board (PRB) at Board meetings and coordinate all communications to students before and after the Board meetings.

The PRBC will coordinate the selection and ongoing training of two Peer Review Boards (PRB), review and assign cases to the PRB, managing the agenda, preparing letters, scheduling meeting times and coordinating Board Member attendance. The PRBC will also oversee the completion of the hearing process through working with the chair to develop and send decision letters, collect any assigned sanctions and update the database system. Additionally, the PRBC will coordinate ongoing and end-of-year recognition for all active Board Members.

Title Code	4920	Dept Code	7422
Payroll Title	Assistant III		
Working Title	Peer Review Board Coordinator		
Salary	\$14.50/hour		
Work Hours	8-10 hours a week Evening work required		
Start/End	8/24/12-5/12/13		

Essential Functions

Peer Review Board Selection and Training (30%)

- Update and distribute Peer Review Board applications throughout the residential community. Coordinate with Resident Directors to recruit, interview and select PRB representative from each unit.
- Develop and implement training for all Board members, providing leadership development opportunities for all participants.
- Develop specific training for Board Chairpersons to reflect added responsibilities of leading meetings and completing administrative processes.

Peer Review Board Management (60%)

- Serve as the Adviser to the Board and use strong understanding of the conduct process to set the agenda and guide the Board through the meetings.
- Use authority as adviser to decide any question of procedure while at Board meetings and to cease proceedings if students exhibit inappropriate or nonproductive behavior.
- Review Incident Reports forwarded by Resident Directors and prepare Notice to Appear emails to accused students.
- Develop the hearing docket for each Board meeting, print and copy adequate numbers of documents for each meeting.
- Work with Chairperson to create decision letters and communicate decisions to students.
- Track sanctions through to completion and maintain current records on the student conduct database system.
- Provide reports and analysis of trends and outcomes of cases each semester.
- Coordinate ongoing and end-of-year recognition of Board members.

Professional Development (10%)

- Develop and maintain a current understanding of the working of Peer Review Boards, Student Development, Social Justice and Restorative Justice Theories.
- Attend related departmental and campus-wide training as appropriate.
- Other duties as assigned

Minimum Qualifications

- Undergraduate or graduate student in good standing with the university and possessing a minimum 2.300 cumulative GPA and good standing with the University at the time of application and throughout the period of employment. Please note that GPA does not round up, any GPA below a 2.300 (2.299 or below) will make you ineligible for this position.
- Full-time academic status (12-13 units per semester) during period of employment. Exceptions must have the prior approval of the Associate Director.

Preferred Qualifications

- Demonstrated knowledge of the residential judicial process
- Experience serving on a peer judicial board
- Understanding of student development theory and residential living setting
- Demonstration of strong written and verbal skills

Terms of Employment

- The PRBC is expected to serve as a role model for all residence hall policies and procedures. Failure to serve as a positive role model may result in personnel action up to and including dismissal.
- Maintain the required 2.300 minimum GPA throughout the term of employment. The PRBC must submit a copy of an official grade report to the Office Student Development: Residential Programs. Spring 2013 grade report must be submitted by July 1, 2013, and Fall 2013 grade report must be within the first week of classes of the Spring 2014 semester in order to ensure compliance with the academic requirements of the position.

- Continued employment is contingent upon a satisfactory job performance evaluation by the supervisor. Satisfactory job performance evaluation is defined as meeting expectations as defined by the job evaluation in all areas of the job description.
- Security Coordinators who display psychological behavior which raises concerns about fitness for the SC position may be required to complete an assessment of fitness and ability in order to continue in the position.
- The Security Coordinator will receive \$14.50/hour, up to 10 hours/week during the period of employment.

Expectations

- Maintain positive working relationships with other The Office of Student Development staff, as well as Residential and Student Services Programs.
- Be responsible with special staff privileges (i.e. use of office, phones, keys, office equipment, etc.).
- Maintain confidentiality and objectivity in all matters related to students and staff.
- Perform other duties as assigned by the Associate Director.

Background Check Requirement

This position is subject to a criminal background check. This position meets the following background check criteria:

- Access to detailed personally identifiable information about students, faculty, staff, or alumni which might enable identity theft.

Nondiscrimination Policy Statement for University of California

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University's student-related nondiscrimination policies may be directed as follows: Sex discrimination and access: ADA/504 Compliance Office, (510) 643-5116 (voice or TTY/TDD); age discrimination: Age Discrimination Act Coordinator, (510) 642-8471. Other inquiries may be directed to the Academic Compliance Officer, 200 California Hall #1500, (510) 642-2795.

IIPP Requirements

Provides health and safety training, guidance on safe work practices, provides proper equipment, observes work practices and correct methods, and investigates accidents. Works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

Acknowledgement

I have read this job description. I am signing my name below to show that I understand the expectations and demands of the position, and will complete them to the best of my abilities.

Employee Printed Name	Signature	Date
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Full SID #	calnetid	Work Study? (Y/N)
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