

Academic Integrity Coordinator

Job Code: 8202

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Supports the Director and Associate Director in the Office of Academic Integrity with student academic programs and functions. This includes responsibility for program inquiries, monitoring student progress, assisting with general advising issues, and maintaining student records.

- Provides **general** support to the Director and Associate Director, maintaining confidentiality, processing paperwork, and answering questions from students, **faculty, and staff**.
- Oversees **all aspects** of the appeals process, including **selecting, training, and overseeing the Appeals Panel, processing appeals, assigning cases for review, and communicating final decisions**.
- **Assists** the Associate Director **with the investigations process as needed; may include attending Investigations Panel meetings and completing paperwork**.
- **Assists the Director as needed; may include meeting with students** reported for Academic Integrity Code violations **and assisting with evaluation of incoming reports of misconduct**.
- Schedules **academic misconduct hearings, and assists the Director and Associate Director in** conducting hearings under the Academic Integrity Code.
- Works **closely** with the Integrity Council - the student organization responsible for articulating and upholding community standards of academic integrity on the Norman Campus.
- **Assists with and independently schedules and** conducts presentations for students, staff, and faculty about OU's academic integrity system and expectations.
- **Responsible for coordinating enrollment for required integrity awareness classes**.
- **Assists with and independently presents required integrity awareness classes; contributes to office discussions regarding course planning and curriculum development**.
- **Assists with the development of** social media and other forms of outreach **and education** for students and faculty.
- **Assists with office** correspondence and recordkeeping.
- Serves as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocol.
- Performs **additional** duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Associates degree from an accredited college or university.

Equivalency/Substitution: Experience or a combination of education and related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

Required: 12 months of experience in student services or advising, including working with varied communities and groups

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Excellent oral and written communication skills
- Strong presentation/**teaching** skills
- Ability to maintain a high-level confidentiality with the ability to use tact and professionalism on sensitive issues
- Ability to build rapport with students, faculty, and staff **and**
- Ability to maintain and/or establish organized electronic and paper filing systems
- Ability to learn and **implement enforce the OU Academic Integrity Code, OU procedures for student enrollment as well as other relevant, and** policy and procedures
- Ability to learn and **interrupt follow** relevant compliance requirements **such as FERPA and Open Records requests, process in academic misconduct hearings, and state and federal regulations**
- Working knowledge of Microsoft Office Suite (Outlook, Excel, and Word)
- Ability to work independently and as a team



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

- Strong attention to detail with the ability to meet deadlines
- Ability to work effectively with a wide range of *constituencies/people*

Working Conditions

Physical:

Sit for prolonged periods. Extensive computer use Engage in repetitive motion.

Environmental:

Standard Office environment. Hours will include some evenings and weekends. Occasional in-state travel Requires contact with other departments and university officials Frequent exposure to pressure caused by deadlines and busy periods

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