

**STUDENT ACCOUNTABILITY & SUPPORT SPECIALIST**  
**EASTERN ILLINOIS UNIVERSITY**

Serving as a key team member in the Office of Student Accountability & Support, the Specialist resolve student behavioral issues, including investigation of misconduct cases, communication with students, and making decisions about student sanctioning. The Specialist will also assist in providing follow-up services and referrals to students who are in distress or who have been impacted in some way on or off campus. The Specialist will manage the implementation of several different sanctioning programs, as well as serve as the primary contact for academic dishonesty and classroom behavioral issues. Additional duties include presentations to groups as requested, maintenance of student records, mentoring of graduate students, and service on committees as assigned. This individual will have frequent interaction with students, parents, faculty and other departments, including, but not limited to, Housing, Civic Engagement & Volunteerism, New Student Programs, Health & Counseling Services, University Police and Charleston Police. This is a 12-month, full time position.

**Required qualifications:** Master's degree in Student Affairs, Counseling, or related field, to be completed by June 1, 2020. Outstanding written and verbal communication skills, strong organizational and administrative skills, solid understanding of legal issues, and an understanding of student development theory and the ability to apply theory to practice as necessary.

Highly competitive applicants will possess: Graduate work (graduate assistantship, internship, etc.) in student conduct, housing, health education, counseling, or related field. The ability to prioritize and manage a demanding schedule, initiative to start new projects as assigned, and the ability to work collaboratively as a team.

**Applications:** Review will begin immediately and continue until the position is filled, with priority given to applications received prior to March 18, 2020. Candidates should submit an application, letter of interest, resume, and contact information for four references online at: <https://www.eiu.edu/humanres/application/login.php>. (Candidates should make sure the Program Assistant - Student Accountability & Support Specialist position is selected when submitting application materials.) A credential assessment will be done in place of a Civil Service examination for this professional position. No participation other than submission of applicant materials is required from qualified applicants. Upon successful selection of candidate, all scores will be voided from this register.

For assistance with the application process, please contact Donna Noffke at [dmnoffke@eiu.edu](mailto:dmnoffke@eiu.edu). For questions regarding this search, please contact the Search Committee Chair, Jeremy Alexander, at [jdalexander@eiu.edu](mailto:jdalexander@eiu.edu).

*Last edit 2/17/2020*

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