**POSITION ANNOUNCEMENT**

**POSITION: Student Grievance and Conduct Investigator**

**POSITION DESCRIPTION:** The Student Grievance and Conduct Investigator is responsible for the inquiry into student-filed grievances and the investigation of student conduct matters. Working collaboratively with other key stakeholders, the investigator will conduct thorough fact-finding interviews, compile documentation supporting the investigation, and complete resolution memos/reports upon the completion of the investigation. As a member of the Student Affairs division, the investigator will play a key role in training students, faculty, and staff on issues relating to grievances and conduct. The Investigator will aid in evaluating and cultivating the grievance and student conduct process.

**MAJOR DUTIES:**

**ADMINISTRATION**

* Coordinate and facilitate fact-finding meetings of alleged conduct violations of the Student Code of Conduct
* Schedules and coordinates meetings, interviews, appointments, and/or other similar activities with students; ensures students are aware of their rights and responsibilities and process for the investigation
* Take notes and maintain records from interviews, appointments, and other investigative processes
* Make recommendations to the Director of Student Engagement/Student Conduct Officer as to whether the prior behavior of a student may endanger the health and safety of others, jeopardize college property, and/or adversely affect the college's educational mission
* Researches and investigates student grievances
* Share results or resolutions of grievances with key stakeholders
* Maintains confidentiality of information related to all investigations
* Exercises discretion to provide timely information and necessary updates across relevant stakeholders
* Maintain electronic case files through a web-based platform

**STUDENT SUPPORT**

* Assist in providing resources and support services to those involved in alleged misconduct and grievance cases
* Provide suggestions to college leadership related to grievances and student conduct
* Provides support to students throughout the investigation process
* Aid in the investigation of Equity, Title IX, and 504/ADA investigations as needed

**STUDENT ENGAGEMENT AND COLLEGE SERVICE**

* Performs miscellaneous job-related duties as assigned by the Director of Student Engagement/Student Conduct Officer
* This position will work closely with other relevant units across the college
* This position will serve on various college committees

**MINIMUM QUALIFICATIONS:**

* **Baccalaureate Degree required in a course of study related to the occupational field.**
* **Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.**

**PREFERRED QUALIFICATIONS:**

* **Experience working with students, grievances, and investigations.**

**SALARY/BENEFITS:** $49,397.48 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** At the discretion of the supervisor, this position is allowed to telework up to 40% per week; however, telework time may fluctuate weekly due to the nature of the work.   

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: March 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***