



## Student Services Job Family: **Judicial Administrator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA**

### GENERIC JOB PROFILE SUMMARIES

<b>Associate Judicial Administrator INDIVIDUAL CONTRIBUTOR</b>	<b>Judicial Administrator MANAGEMENT</b>
Receives and investigates complaints that allege violations of Cornell University's Campus Code of Conduct	Receives, investigates and adjudicates complaints that allege violations of Cornell University's Campus Code of Conduct; issues summary decisions
Interview complainants, accused persons and witnesses and make factual assessments in contested and uncontested cases. Decide guilt or innocence: impose appropriate penalties or restrictions	Interview complainants, accused persons and witnesses and make factual assessments in contested and uncontested cases. Determine whether facts of a given case constitute "clear and convincing" evidence of a Code violation
Attend and assist JA at hearings before the University Hearing Board and University Review Board (URB), including for cases in which the JA's Office recommends suspension or dismissal.	Convene and conduct hearings before the University Hearing Board and University Review Board (URB), including for cases in which the JA's Office recommends suspension or dismissal. This includes presenting witnesses, evidence and oral and/or written arguments to the Boards
Negotiate appropriate agreements with accused persons and/or their representatives or lawyers.	Negotiate appropriate agreements with accused persons and/or their representatives or lawyers.
Consult with JA and others throughout the University as necessary to gather information to make appropriate recommendations; recommend emergency action, such as temporary suspensions or involuntary leaves.	Enforce sanctions which have been imposed which may include community service, restitution, fines, referrals for alcohol education or other types of counseling, letters of apology, probation, or suspension
	Refers serious cases to the University Hearing Board; may recommend the penalties of suspension or dismissal.
	Exercise power to temporarily suspend students when there is need to maintain public order and safety
Maintain highly confidential files (both electronic and paper) and statistical information, including compliance with federal mandates.	Oversee development and maintenance of highly confidential files (both electronic and paper) and statistical information, including compliance with federal mandates.

**Associate Judicial Administrator  
INDIVIDUAL CONTRIBUTOR**

**Judicial Administrator  
MANAGEMENT**

	Develop and oversee budget
	Make recommendations to the Codes and Judicial Committee, a committee of the University Assemblies, regarding effective Code provisions; provide recommendations regarding university policies to various university committees, administrators and the president.
	Collaborate with the community, including students, administrators, police, faculty and alumni, regarding strategic planning on various topics including: reduction of alcohol and other drug use; rape education; hazing; bias activities; and effective university responses to off-campus misconduct
	Collaborate with members of the Ithaca community, including Ithaca and Cayuga Heights Police, Sheriff's Department, Ithaca College, Collegetown associations, to address common issues, including: reduction of alcohol and other drug use, hazing, accountability of Cornell students.
Assist in developing educational programming (primarily trainings) to variety of community members	Develop and implement educational programming (primarily trainings) to variety of community members

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10068 ASSOCIATE JUDICIAL ADMINISTRATOR, BAND G	10497 JUDICIAL ADMINISTRATOR, BAND I
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree or equivalent; 5 but less than 7 years of experience or equivalent	Master's degree or equivalent; 5 but less than 7 years of experience or equivalent
<b>IMPACT</b>	Significant impact	Significant impact
<b>CONTACTS - INSIDE</b>	Coordinate major activities May involve sensitive situations	High-level interaction on matters which are of considerable diversity and may involve University activities that are highly sensitive or confidential
<b>CONTACTS - OUTSIDE</b>	Providing and/or receiving guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiations
<b>CONTACTS - STUDENTS</b>	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction

FACTOR PROFILE	10068 ASSOCIATE JUDICIAL ADMINISTRATOR, BAND G	10497 JUDICIAL ADMINISTRATOR, BAND I
<b>SUPERVISION</b>	Provide day-to-day supervisory direction to employees within the department	Supervisory direction to other managers
<b>COMPLEXITY</b>	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
<b>LEVEL OF DECISION MAKING</b>	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
<b>FREEDOM OF ACTION</b>	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction
<b>EFFECT OF DECISION MAKING</b>	Directly affects a functional area within a department Minimal effect on students and employees	Directly affects entire college or school administrative unit Critical effect on students or employees
<b>WORKING CONDITIONS</b>	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required