 **Hearing Officer Standard Job Description**

**Classification Title:** Hearing Officer

**FLSA Exemption Status:** Exempt

**Pay Grade:** 18

**Job Description Summary:**

The Hearing Officer, under general direction, is responsible for conducting hearings related to violations of Student Conduct Code and University policy violations, including those related to Title IX, Title VII, and other Civil Rights laws.

**Essential Duties and Tasks:**

**80% Violation Hearings:**

* Conducts hearings related to violations of Student Conduct Code and University policy violations, including those related to Title IX, Title VII, and other Civil Rights laws.
* Listens to statements from parties and witnesses involved in hearings.
* Uses reasoning, logic, and judgement to weigh evidence, judge credibility, and make decision based on the preponderance of the evidence.
* Interacts with attorneys, parents, and members of the public.
* Issues sanctions to faculty, staff, and students.
* Determines applicability of relevant rules and laws, complies with ethical standards, and communicates effectively.
* Documents findings and prepares as needed.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience residing over administrative, regulatory, criminal, or legal proceedings.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Skilled in actively listening to the statements of parties and witnesses involved in hearing, evaluating evidence, and judging relevance and credibility.
* Ability to make decisions and issue sanctions, adjusting as necessary based on mitigating or aggravating factors.
* Ability to keep order during an administrative hearing.
* Ability to work effectively on a team or individually.
* Ability to learn and understand laws, policies and procedures and interpret processes.
* Ability to communicate effectively.
* Ability to act with courtesy and to establish and maintain effective working relationships.
* Ability to maintain confidentiality.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**