Position: Honor Code Council Case Representative

Compensation: 12.85/hour; Student Admin IV

Hours: 10-12 hours/week Spring & Fall semester, reduced summer hours

Requirements:

- Proficient with Microsoft Office Suite
- Strong communication abilities (verbal and written)
- Organized
- Self-motivated
- Attentive to detail
- Problem-solving skills
- Ability to remain objective and neutral
- Ability to remain professional
- Ability to face criticism
- Strong emotional intelligence
- Team orientated

Desired Qualifications:

- Understanding of FERPA and privacy/record-keeping compliance
- Working knowledge of campus and processes
- Case management experience

Summary:

The Case Representatives will be the initial point of contact for accused students through the Honor Code Office. Each Case Representative will be responsible for: acting as a procedural advisor for accused students, acting as an investigator to compile a neutral investigation report containing all necessary documents, facilitating hearings in an objective fashion, and writing formal decision letters.

Required Documents:

- Cover letter
- Resume or CV

*Email all documents to honor@colorado.edu