

Student Legal & Mediation Services Director

Classification Title

Title Information

Classification Student Legal and Mediation Services Director

Grade 21

Working Title

FLSA Status Exempt

Position Class Code 3N655

Occupational Category Professional

Full Time Part Time Full Time

Educational and Experience Requirements Doctor of Jurisprudence Degree with a minimum of two years practice experience required. Successfully passing the Texas Bar Exam preferred. Desire emphasis on consumer, criminal law, landlord tenant, and traffic. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position To advise students with their legal concerns and provide legal advice concerning landlord/tenant law, criminal law, family law, immigration law, contract law, employment law, insurance law and provide mediation services. There is no court representation or preparation of legal documents.

Primary Responsibilities The position involves advising students in regard to their legal rights as presented in various areas of the law. Consumer, traffic, criminal, torts, landlord tenant, taxation, insurance, family and constitutional (due process) law are areas of the law in which students frequently have concerns. Helping students through a legal concern by guiding them through self help procedures. By guiding the student through the procedures required in administrative and judicial proceedings, it is anticipated that the student will be able to effectually deal with these concerns in the future. When the concern is of such a nature that legal representation is needed, referral to a practicing attorney is made. It is important that the student be alerted to the need for counsel at an early stage of any controversy that he/she may be involved in. Performs other related duties as assigned.

Other Specifications Contacts with law enforcement personnel, judges, prosecuting attorneys, practicing attorneys, abstract companies, and county and district clerks are made when needed. Lectures are made to classes whose subject matter involves legal areas. Campus organizations requests for speeches and legal advice are met. Information about position and availability of legal advice is given each year to the parents and students at Freshman Orientation. Serves on committees as requested.

This position may be designated as a Campus Security Authority (CSA).

Supervision Given and Received Supervision given to student office workers. Minimum direction received by the Associate Vice President for Student Services.

Hours per week 40

Work schedule

Pass Message Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message Thank you for your interest in this position. Based on your responses to supplemental questions, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Position Details

Employee Information

Employee First Name Ralph

Employee Last Name Roberts

SAM ID 000543324

Title Information

Classification	Student Legal & Mediation Services Director
Grade	21
FLSA Status	Exempt
Occupational Category	Professional
Position Class Code	3N655
Full Time Part Time	Full Time
Educational and Experience Requirement	Doctor of Jurisprudence Degree with a minimum of two years practice experience required. Successfully passing the Texas Bar Exam preferred. Desire emphasis on consumer, criminal law, landlord tenant, and traffic. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	To advise students with their legal concerns and provide legal advice concerning landlord/tenant law, criminal law, family law, immigration law, contract law, employment law, insurance law and provide mediation services. There is no court representation or preparation of legal documents.
Supervision Given and Received	Supervision given to student office workers. Minimum direction received by the Associate Vice President for Student Services.
Primary Responsibilities	The position involves advising students in regard to their legal rights as presented in various areas of the law. Consumer, traffic, criminal, torts, landlord tenant, taxation, insurance, family and constitutional (due process) law are areas of the law in which students frequently have concerns. Helping students through a legal concern by guiding them through self help procedures. By guiding the student through the procedures required in administrative and judicial proceedings, it is anticipated that the student will be able to effectually deal with these concerns in the future. When the concern is of such a nature that legal representation is needed, referral to a practicing attorney is made. It is important that the student be alerted to the need for counsel at an early stage of any controversy that he/she may be involved in. Performs other related duties as assigned.
Other Specifications	<p>Contacts with law enforcement personnel, judges, prosecuting attorneys, practicing attorneys, abstract companies, and county and district clerks are made when needed. Lectures are made to classes whose subject matter involves legal areas. Campus organizations requests for speeches and legal advice are met. Information about position and availability of legal advice is given each year to the parents and students at Freshman Orientation. Serves on committees as requested.</p> <p>This position may be designated as a Campus Security Authority (CSA).</p>
Working Title	2170
Position Information	
Position Number	3N9836
Hiring Salary Type	Monthly-Staff
Employee Class	E1 - Stf Exmt Salaried FT
FTE	1
Is this a temporary position?	No
If a Temporary position, indicate ending date of position	
Additional Position Specific Details	
Employment Statement	<p>This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources. Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.</p> <p>Sam Houston State University is Committed to Equal Opportunity in Employment and Education.</p>
Contact Information	
Contact Name & Title	Dr. Keith Jenkins, Assoc. VP for Student Services
Contact Phone	936-294-1871
Contact Building & Room #	LSC, Room 311
Contact Fax	936-294-3803
Contact Instructions Summary	

Contact Email

KJenkins@shsu.edu

Funding Information

Fund	170400
Organization	721000
Account	701001
Program	50
Amount	
Percentage Funded	100

Staff Additions Changes

Staff Additions Changes

If the proposed position is approved,
will additional costs be entailed?

If yes, provide additional cost
details.

**Requested Changes to Educational
and Experience Requirement**

Immediate Supervisor

**Number of exempt employees
supervised**

**Number of non-exempt employees
supervised**

**Number of student employees
supervised**

**Please explain in detail why a new
position or changes to an existing
position is needed. What factors
caused the need? (You should be
specific in your justification)**

**Have you explored alternatives
which might be available to deal with
the need? Please explain.**

**How will this position contribute to
the department mission and
University strategic plan?**

Job Analysis Questionnaire

I. Required Experience

Indicate the amount of practical or applicable experience or "know-how" needed to perform duties satisfactorily exclusive of break-in orientation time: (check one)

Required Experience**II. Required Education**

Indicate lowest grade of education required of a person starting in this position (not preferred or desirable education)

Required Education

***If special courses are needed to
perform duties satisfactorily, please
list here.**

**If Bachelor's degree selected, please
list Major and Minor required**

III. Supervision/Direction Received

Reference the following definitions for the questions below:

Close Supervision: Supervision available at all times. Instructions are explicit and do not permit deviation.

Immediate Supervision: Instructions are specific and simple but adequate. Supervision is usually available; work may be periodically checked and reviewed for

accuracy and completeness.

General Supervision: Follows established practices and policies. Supervisor is usually available and desired results are clearly defined. Work requires the ability to make frequent minor decision. Completed work is reviewed for general accuracy and completeness.

Minimum Supervision: Desired results are clearly defined, but work methods are not prescribed except when a work assignment deviates substantially from the normal pattern. Supervision is usually available, but incumbent is expected to resolve work problems as they arise, make independent decisions, and work on most assignments with substantial independence.

General Direction: Work methods are not prescribed, but work methods or approaches to work problems usually are determined by incumbent based upon special knowledge or experience. Desired results are defined in general terms and incumbent generally works independently towards general results.

Minimum Direction: Desired results are indicated in major terms or objectives. Work methods or approaches to problems are determined almost entirely by the incumbent. Final results are appraised largely with respect to attainment of program objectives.

Broad Direction: Work is performed at major executive or professional levels where responsibility for broad planning and attainment of program objectives is vested in the incumbent. Work is appraised in terms of long range results.

To whom is this position directly responsible?

Select the option that most appropriately applies:

IV. Supervision Exercised

If the incumbent supervises the work of others give the title(s), number of employees supervised, and type of supervision (based on the definitions below)

Working/Partial Supervision: Supervision of employees over whom the position exercises responsibility for limited phases of supervision; e.g., assignment of work and follow-up to insure proper completion as in the case of a working supervisor or supervision exercised in the absence of the regular supervisor where responsibilities require their frequent absence.

Full Supervision: Supervision of employees over whom the position has responsibilities for recommending or affecting the hiring, continued employment, disciplinary and discharge actions, pay increases and the planning, organizing, scheduling, controlling and reviewing the work of others.

V. Contacts with Others

This section measures the importance of, and amount of time devoted to necessary and meaningful personal relationships inherent in the position. The degree of influence exerted by the incumbent, the importance of such contacts in compelling others into channels of guided action, and the frequency of those contacts are important considerations. Contacts may be in person or by telephone.

The following definitions apply:

Routine Contacts are those involving the exchange of information and/or relations with employees of other work units in the performance of work, receiving and directing the general public and students, and providing general routine information.

Important Contacts are those involving the reception of, or providing information to department heads, high-ranking University officials, public officials, and distinguished visitors, etc.

List whomever is contacted, the type of contact and specify the percentage of work time spent with contact; i.e. up to 25% - 50%, and over 50%.

VI. Working Conditions

This section appraises the physical conditions under which the incumbent must work and the extent to which such conditions are disagreeable and hazardous. Also considered is the extent to which the incumbent must exercise care to avoid or prevent injuries to others.

Check the most appropriate answers to each of the following questions:

Indicate which areas the incumbent spends their time

Amount of time spent standing

Amount of time spent sitting

Amount of time spent moving

What unpleasant or disagreeable elements must incumbent endure?

Select percent of time exposed to the elements

What hazards or hazardous equipment and materials are involved in this position? Indicate approximate percentage of time exposed to hazardous elements.

What is the probability and potential severity of injuries that incumbent is at risk of?

Select the level of care necessary to avoid or prevent injuries to fellow employees

VII. Policy Interpretation

This section measures the responsibility for (1) analyzing and interpreting policies, procedures, laws, and regulations and (2) ensuring the implementation and development of policies and guidelines.

Review the below descriptions and select a corresponding number from the drop down menu.

1. Applies to own work moderately complex directives, procedures, or instruction provided by supervisor or contained in manuals. Work does not require writing procedure or procedural changes.
2. Interprets and applies moderately complex directives, procedures or instructions to own work and/or to insure compliance thereto of employees of one or more inter-related work-units. Work does not require writing of policies or policy changes.
3. Interprets and applies moderately complex directives, procedures or instructions to own work and/or to insure compliance thereto of employees of one or more inter-related work-units. Work may occasionally require writing policies and procedures or procedural changes.
4. Interprets or applies complex policies, manuals, regulations, statutes, or written guidelines relating to a specific functional area. Prepares written digests or procedural changes.
5. Interprets and/or implements complex policies, manuals, regulations, statutes, or other written guidelines relating to large scale or major programs affecting the University. Communications are in the form of bulletins, official memoranda, or additions/revisions to regulations.

Select the most appropriate

VIII. Judgement and Decision Making

This section evaluates the type and degree of latitude of judgment, complexity of problems and the frequency with which they are encountered, and also the consequences of poor judgment or errors of judgment with respect, for example, to the expenditures of funds, utilization of manpower, effect on public opinion and goodwill, and the acquisition or use of property, equipment, and facilities.

Review the below descriptions and select a corresponding number from the drop down menu.

1. Requires the exercise of minimum judgment; decisions are largely routine and involve a few minor problems. Little or no consequences of loss may result from poor judgment.
2. Requires limited judgment; decisions are largely routine and involve many minor problems; only minor consequences or loss may result from poor judgment.
3. Requires moderate judgment; decisions relate to many minor problems, and occasionally a major one; moderately serious consequences or loss may result from errors in judgment.
4. Requires considerable judgment; decisions usually involve major problems having broad implications; serious consequences or losses result from poor judgment.
5. Judgment is a prime factor in the performance of duties; incumbent is vested with final authority to make decisions within limits of established policies and procedures; significant and very serious consequences result from errors in judgment.
6. Incumbent is vested with final authority to make commitments and decisions limited only by laws and university-wide regulations and policies. Potential loss or gain is great since commitments and decisions have a long-term effect.

Select the most appropriate

IX. Position Specific Duties and Responsibilities

Position Documents

No documents have been attached.
