

A tall, light-colored stone clock tower with two clock faces, set against a purple-tinted sky. The tower has a decorative top section with arched windows. The base of the tower is part of a larger building with the words "MEMORIAL TOWER" visible on its facade.

LSU

SEARCH PROFILE

Case Manager, Student
Advocacy & Accountability

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A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Dear Candidate,

At LSU, we work diligently to create the conditions that make a difference both in the lives of students and for the state of Louisiana. Regardless of the unit, the DNA of student affairs work at LSU is predicated on three priorities. Foremost, we maintain a **commitment to quality** which is rooted in the belief that LSU students deserve our best effort. Every interaction we have with students should communicate care, relevance, polish, and attention to detail. We work to ensure every space, place, and staff-to-student interaction **communicates a sense of home to students**. Finally, we design programs, services, events, and experiences with **everyone in mind**. Yes, this is a lofty undertaking, but something our students deserve!

I chose to move myself and my family to LSU because I believed in the potential of LSU and felt our division’s priorities aligned with my professional beliefs. Today, even more than when I first arrived, LSU’s greatest success lie ahead, and I am confident our division will help play a significant role in this process!

The Office of Student Advocacy & Accountability plays a meaningful role in fostering a campus community grounded in integrity and student development. To accomplish this work, the Case Manager supports the fair and consistent administration of the Code of Student Conduct, advances academic integrity education and prevention efforts, and strengthens processes that promote positive outcomes and student learning across the LSU community.

In our search for the Case Manager role, we seek to provide a value-added experience for you. To that end, leadership opportunities for this role are designed to address institutional and divisional needs and clearly define essential skills for this key team member.

We are looking for an optimistic colleague who is invigorated by solving problems and overcoming challenges and who believes deeply in the transformational potential of public higher education to change lives and improve communities. If this is the work that interests you, we hope you will consider learning more about this position at LSU.

Thank you, and Geaux Tigers!



Brandon Common
Vice President for Student Affairs



Brandon Common
Vice President for Student Affairs



OVERVIEW OF LSU AND THE FLAGSHIP CAMPUS

LSU comprises eight campuses stretching across Louisiana and includes more than 60,000 students and research expenditures amounting to more than \$543 million, and growing each year. Within LSU are two health sciences centers offering various levels of degrees in medicine, dentistry, allied health, nursing, public health, and graduate studies. The LSU Agricultural Center encompasses both extension responsibilities and agricultural research. The Pennington Biomedical Research Center is a premier research institute specializing in chronic disease, diabetes, and obesity. LSU Shreveport offers degrees at the undergraduate and graduate level and has an emerging online presence. LSU Alexandria is a four-year institution serving the central region of the state. LSU Eunice is a junior college offering degrees and certificates in health, business, and liberal arts.

LSU's flagship campus, located in the state capital of Baton Rouge, is Louisiana's premier public institution. It is a land-, sea-, and space-grant institution enrolling some 39,000 students studying in nearly 200 bachelor's, master's, doctoral, and specialist programs. The flagship campus includes the Paul M. Hebert Law Center and the state's only School of Veterinary Medicine. There are more than 5,000 employees with a budget of more than \$1 billion on the flagship campus.

Over the past 20 years, LSU has consistently produced finalists and winners of the Rhodes, Truman, Goldwater, and Udall Scholarships. Several of LSU's programs are ranked top in the nation, including the Robert Reich School of Landscape Architecture in the College of Art & Design and the Internal Auditing program in the E. J. Ourso College of Business, which is internationally known as one of the top such programs in the world. LSU faculty and students contributed to the 2017 Nobel Prize in Physics with the discovery of gravitational waves, which were predicted by Einstein but not previously recorded. And Forbes recently recognized LSU among the top 20 universities in the country that dominate in both academics and athletics.





COMMUNITY COMMITMENT

LSU believes that engagement is essential for creating a vibrant and enriching university experience. We strive to provide equal opportunities for students, faculty, and staff, ensuring that everyone has the chance to thrive and succeed. Our commitment extends to creating a safe and accessible campus, where individuals can feel secure and supported in their pursuit of knowledge and personal growth. Above all, we prioritize excellence in all aspects of our work, aiming to uphold the highest standards of education, research, and service. Learn more about the [Division of Engagement, Civil Rights, & Title IX](#).

LSU IS AN EQUAL OPPORTUNITY EMPLOYER

LSU is an Equal Opportunity Employer. View [PS-01 Equal Opportunity Policy](#) for more information.

EMPLOYEE BENEFITS

LSU offers outstanding benefits to eligible employees and their dependents including health, life, dental, and vision insurance; flexible spending accounts; retirement options; various leave options; paid holidays; wellness benefits; tuition exemption for qualified positions; training and development opportunities; employee discounts; and more. [Explore LSU Employee Benefits](#).

WELCOME TO BATON ROUGE

Louisiana has arguably **the most colorful history and fascinating culture of any state in the nation**. Baton Rouge, French for “Red Stick,” is the capital city of Louisiana. Situated on the banks of the Mississippi River, it represents the best of Louisiana’s vibrant culture. **Just minutes from LSU, downtown Baton Rouge is a hot spot** where you can attend an art exhibition or concert or watch the sun set over the Mississippi River.

Over the last several years, the Baton Rouge area has enjoyed an unprecedented economic expansion—offering employment opportunities in diverse industry sectors.

Why Baton Rouge?

Baton Rouge is a **cultural crossroads** between the Cajun heartland of Lafayette (located about 55 miles southwest) and the birthplace of jazz and home of **Mardi Gras**, New Orleans (located about 80 miles to the southeast). **Housing options in Baton Rouge are diverse** and include historic neighborhoods like Spanish Town and the Garden District, river front apartments and chic, loft-style condos like the Commerce Building, cozy family neighborhoods, and sprawling mansions.

Our city boasts **award-winning public and private school options**; more than **900 restaurants**; **live concerts** ranging from home-grown favorites to superstars like Kenny Chesney and James Taylor; a **world-leading medical research center**; a variety of **museums**, including one that houses a 65-million-year-old triceratops skull and a 5,000-year-old mummy; a nationally recognized, award-winning **public library system**; more than **180 parks** across the region; and much more. No matter your age or interest, the Baton Rouge Area is a great place to call home.



Downtown Baton Rouge has numerous leisure, culinary, and cultural activities in which to participate.



Louisiana’s wildlife and nature is unrivaled in beauty.



ABOUT STUDENT ADVOCACY & ACCOUNTABILITY

Our team supports students and student organizations through the fair and consistent administration of the Code of Student Conduct while advancing a campus culture grounded in integrity, accountability, and student learning. We guide students through the conduct process, provide educational outreach on academic integrity, and collaborate with campus partners to promote shared responsibility and community wellness. In addition to adjudicating cases, our office develops prevention and education initiatives, supports hearing panels and appeals processes, and offers trained Accountability Advisors to assist students throughout the process.

ABOUT THE DIVISION OF STUDENT AFFAIRS PRIORITIES

Three priorities guide our work in the Division of Student Affairs. Foremost, we maintain a commitment to quality which is rooted in the belief that LSU students deserve our best effort. Every interaction we have with students should communicate care, relevance, polish, and attention to detail. We work to ensure every space, place, and staff-to-student interaction communicates a sense of home to students. Finally, we design programs, services, events, and experiences with everyone in mind.



CASE MANAGER, STUDENT ADVOCACY & ACCOUNTABILITY

Louisiana State University invites applications for the position of Case Manager for Student Advocacy & Accountability (SAA). Reporting to the Assistant Director and Senior Case Manager for Student Advocacy & Accountability (SAA), this position plays a key role in the Interpretation and administration of the Code of Student Conduct. The Case Manager serves as a hearing officer in cases addressing alleged violations of the Code, advances academic integrity prevention and education efforts, and contributes to departmental assessment and reporting initiatives.

GENERAL RESPONSIBILITIES FOR THIS POSITION INCLUDE:

- Adjudicates academic, behavioral, and student organization cases.
- Conducts administrative hearings with students and student organizations.
- Advances academic integrity prevention and education efforts.
- Contributes to SAA assessment efforts to assure consistency with divisional priorities.
- Supports the supervision of Graduate Assistants/Practicum Students.
- Delivers presentations and training on behalf of SAA.

ATTRIBUTES OF THE SUCCESSFUL CANDIDATE:

- A collegial team player who builds authentic and mutually beneficial relationships with students, staff, and faculty.
- Has a sincere positive regard for all persons, including co-workers, faculty, staff, and students, and can develop sustainable partnerships to best support the LSU campus community.
- Has strong problem-solving skills and is solution-oriented to meet students' needs.
- Effective communicator with a variety of constituents.
- Dedicated to high-quality work, professionalism, consistency in job performance, and respecting information of a confidential nature.
- Desire to focus on continuous improvement of programs where student needs are at the forefront of their everyday thinking and actions, aligned with institutional and divisional objectives.
- Must be able to manage a high caseload in a fast-paced environment, while managing multiple processes simultaneously.
- Strong willingness to receive and incorporate feedback from colleagues and campus partners.
- Embraces a “progress not perfection” approach when working with college students, understanding that every situation provides a teachable moment.

OPPORTUNITY FOR LEADERSHIP

Advance the support for students and faculty with academic integrity resources

With more than 1,800 academic misconduct cases annually, a need exists to enhance support for students and faculty with comprehensive academic integrity resources.

The SAA Case Manager serves as a key contributor to strengthening academic integrity education and prevention efforts across the LSU Community.

There is an opportunity to develop faculty and student resources that address trends and issues in academic integrity, including resources on the unauthorized use of generative artificial intelligence (AI) and strategies to educate faculty and students to uphold academic integrity.



A student participates in Welcome Week events on campus, posing with Mike the Tiger.



Students explore the On-Campus Job Fair on campus, interacting with departments on campus looking to hire students.

RESPONSIBILITIES

Direct Student Support (70%)

Conducts prompt, impartial, thorough, and equitable investigations of allegations and adjudication of the Code of Student Conduct and other University Policies regarding students and student organizations. Analyzes and prepares reports to improve operational efficiency; conducts training and presentations on behalf of the department, and supports the supervision of graduate assistants and practicum students.

Program Support (15%)

Advance academic integrity prevention and education efforts through the development and enhancement of academic integrity resources in collaboration with Academic Affairs and other campus partners. Contribute to proactive initiatives that educate students and faculty on academic integrity expectations, emerging trends, and best practices. Support the University Hearing Panel and Student Conduct Appeals Committee process as assigned, including training and logistical coordination. Participate in special projects that may include academic integrity-related policy development and review, assessment and data-informed improvement efforts, coordinated communication with campus and community constituents, and the review and updating of educational materials used with internal and external partners.

Quality Control (5%)

Ensures every aspect of administrative tasks, implementation, and overall design exudes a high degree of quality. Embraces and executes the marginal gains approach and seeks to improve the level of all services, events, programs, and experiences in the department for continuous improvement every academic year.

Administrative Support (5%)

Responsible for day-to-day operations for Student Advocacy & Accountability through administrative management of Maxient caseload.

Other Duties as Assigned (5%)

Other duties as assigned by the Associate Dean and/or Assistant Director of SAA. This includes but is not limited to: LSU Cares support, efforts that support broad division/institution efforts, including at least 40 hours per year spent helping divisional initiatives such as Move-In Day, Welcome Week, Family Weekend, Career Expo, Disability Services Finals Testing, and other special projects.

MINIMUM QUALIFICATIONS

- A bachelor's degree and at least one year of related professional experience working with student conduct, academic integrity, University Hearing Panels, or closely related experience.
- OR
- A master's degree from an accredited institution of higher education.
- LSU values skills, experience, and expertise. Candidates who have relevant experience in key job responsibilities are encouraged to apply— a degree is not required as long as the candidate meets the required years of experience specified in the job description.

PREFERRED QUALIFICATIONS

- A master's degree from an accredited institution of higher education and at least two years of experience working with student conduct or closely related experience.
- Knowledge of legal issues related to higher education and student due process rights.
- Experience in curriculum/training development and implementation.
- Experience with Maxient or other case management tracking tools.

ADDITIONAL REQUIREMENTS/EXPECTATIONS

As with all LSU employees, due to this position title and/or responsibilities, this position has an obligation to assist students in the acquisition of necessary services. Should a student appear in need of or seek assistance with issues of an emotional, behavioral, or mental health-related matter, they should be referred to the proper service within the Student Health Center. In situations where the student creates an impression that they are a danger to themselves or others, the advisor should immediately contact the Care Team, the Dean of Students, or the appropriate law enforcement agency. The employee outside of those rights contained within FERPA should create no impression of client or patient confidentiality.

APPLICATIONS

Applications will be accepted online on the LSU Careers website. The search committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. To ensure full consideration, candidates are encouraged to submit applications by **March 1st, 2026**.

Requested application materials include a letter of interest, a curriculum vitae or resume, and the names, telephone numbers, and e-mail addresses of at least three professional references. Salary will be competitive and commensurate with qualifications. An offer of employment is contingent on a satisfactory preemployment background check.

External Applicant Link:

https://lsu.wd1.myworkdayjobs.com/LSU/job/LSU-Student-Union/Case-Manager---Student-Advocacy---Accountability_R00113199

Internal Applicant Link:

[https://www.myworkday.com/lsu/d/inst/1\\$9925/9925\\$50699.html](https://www.myworkday.com/lsu/d/inst/1$9925/9925$50699.html)

CONTACT INFORMATION

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