

**Special Assistant to the President
for
Legal Matters and Coeducation**

COL Joseph W. Trez, Sr.

Approved 10/5/99

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Provides The Citadel's effort to ensure programs are developed, managed, and properly maintained; participates in the overall planning, direction, and management. Directs all of the college's legal activities and actions for the transition to co-education and all other legal activities and actions.

2. Job Functions: (List separately, and enter "Percentage of Time" after each function. Also denote whether the function is Essential (E) or Marginal (M).

Essential (60%): Plans, coordinates, and manages all aspects of The Citadel's Female Assimilation Plan. Prepares policies, plans, memoranda, briefings, and papers on all aspects of the College's transition to co-education. Represents the President and the Board of Visitors by providing technical answers to the court, lawyers from the Department of Justice, the media, and other groups on all aspects of the Assimilation Plan and legal issues of the College. Serves as the College's liaison with The Citadel's external lawyers. Advises the President and Vice Presidents by providing legal interpretations and in evaluating guidelines on all matters pertaining to female assimilation, sexual harassment, equal opportunity, and related programs. Prepares and presents classes on sexual harassment and sexual abuse. Receives complaints, counsels, and mediates/intervenes in problem situations dealing with sexual harassment, discrimination, and violations of The Citadel's Fourth Class system.

Essential (10%): Assists in providing legal interpretations and in developing and evaluating guidelines as needed with regard to new laws and regulations.

Essential (5%): Participates in The Citadel's management decision-making process and is held accountable for end results.

Essential (5%): Plans, budgets, and controls the cadet travel budget in support of academic programs and activities off campus.

Essential (10%): Serves as the Dean's representative in authorizing individual cadet absences from class. Serves as the VPAA interface with the office of the Commandant of Cadets in all cadet matters to include selection for rank, positions, policies, activities, and programs within the Cadet Corps.

Marginal (10%): Performs other special projects as assigned by the President of the College.

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

	<u>STATE TITLE</u>	<u>NUMBER</u>	
(1)	_____	_____	Number of employee's directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

_____ Employee's Signature

_____ Date