

TAMARA L. GREENFIELD KING, J.D.

tamaragreenfieldking@gmail.com

PROFESSIONAL EXPERIENCE

Director of Judicial Programs
Washington University in St. Louis

1999-present
St. Louis, MO

STUDENT CONDUCT ADMINISTRATION

- Act as primary resource and liaison to members of the University community on matters pertaining to the administration of the University Student Judicial Code.
- Advise faculty, staff, and students about disciplinary options for addressing problems resulting from student behavior within the University.
- Communicate regularly with academic and administrative offices, particularly with the General Counsel's Office, the University Police, Residential Life, and Greek Life on matters pertaining to student conduct administration.

STUDENT JUDICIAL PROCESS

- Hear, investigate and rule upon complaints alleging violations of the University Judicial Code and impose sanctions or refer cases to the University Judicial Board as necessary.
- Hear appeals for cases originally heard by the Office of Residential Life and Greek Life.

UNIVERSITY JUDICIAL BOARD

- Coordinate the selection of faculty, staff and students board members to the University Judicial Board.
- Prepare written materials and provide an orientation for members of the University Judicial Board.
- Provide administrative support to the University Judicial Board, including scheduling hearings, communicating with the parties involved, their witnesses and attorneys, monitoring fulfillment of sanctions, and maintaining records in a confidential and secure manner.

SUPERVISION OF STAFF

- Daily supervision of professional and administrative staff.
- Hire, train, and supervise summer interns and work study students.
- Recruit, train, and coordinate faculty, staff, graduate and undergraduate students for service on the University Judicial Board.

ACADEMIC INTEGRITY

- Maintain all student files pertaining to matters of academic misconduct.
- Facilitate the monthly collaboration of all five undergraduate academic integrity deans pertaining to matters of academic misconduct.

PARTNERSHIP WITH RESIDENTIAL LIFE ON ALL MATTERS PERTAINING TO STUDENT ISSUES

- Maintain daily communication with Dean of Students, Associate Directors for Residential Life, and Residential Hall Directors.
- Collaborate with Residential Life Staff on student crisis, alcohol issues, drug concerns, outreach campaign, and health and wellness matters.
- Help with the selection, orientation, and training of Residential College Directors and Resident Advisors.

PEER REVIEW BOARD

- Train students to serve on peer review boards for administration of student conduct within their residential colleges.

STATISTICAL DATA COLLECTION AND REPORTING

- Annually coordinate a review of the Judicial Code and implement changes as necessary.
- Annually coordinate and gather University specific data regarding issues and cases involving academic misconduct, student disciplinary, sexual misconduct, alcohol, drugs, and other trends.
- Annually coordinate and gather data for Federal Campus Security Report.
- Act as the University clearinghouse for all disciplinary inquiries from the federal government, professional and graduate schools, and security clearance personnel.

PROFESSIONAL DEVELOPMENT

- Coordinate professional development programs for the Department of Student Services.
1999-2005

Assistant District Attorney
Northampton County, Pennsylvania

1992-1998
Easton, PA

Civil Attorney

- **Law Office of Tamara L. Greenfield**
- **Bartos, Broughal & DeVito**
- **Kircher & Phalen**

1988-1998
Easton, PA
Bethlehem, PA
Cincinnati, OH

TEACHING EXPERIENCE

School of Law

Washington University in St. Louis

- Pretrial Practice & Procedure

2004-present
St. Louis, MO

College of Business and Legal Studies

Webster University

- Workers Compensation Law

1999-2000
St. Louis, MO

- Introduction to Law

Northampton Area Community College

College of Business and Technology

- Business Law I & II

1994-1998
Bethlehem, PA

- Small Business Management

The Pennsylvania State University

Paralegal Certification Program

- Legal Documentation I
- Advanced Legal Documentation
- Constitutional Law

1993-1998
Fogelsville, PA

- Creditors' Rights & Debtors' Protection

ACADEMIC ADVISING

College of Arts & Sciences

Washington University in St. Louis

- Four year academic advisor for Undergraduates with a specific interest in attending law school.

2005-present
St. Louis, MO

College of Arts & Sciences Pre-Law Advisor

Washington University in St. Louis

- Pre-law advisor to undergraduate students.

2004-present
St. Louis, MO

Black Pre-Law Student Group

Washington University in St. Louis

- Staff advisor to the student group.

2004-present
St. Louis, MO

EDUCATION

Juris Doctorate

School of Law

New York University

- Review of Law and Social Change

1985-1988
New York, NY

Bachelor of Arts in Political Science

College of Arts & Sciences

The Pennsylvania State University

1981-1985
Univ. Park, PA

PROFESSIONAL PRESENTATIONS

INTERNATIONAL

National Association for Campus Activities (NACA)

Nashville, TN

- Investigating, Adjudicating, and Sanctioning Student Groups for Misconduct February 2009

Association of Student Conduct Administration (ASCA) International Conference

Clearwater Beach, FL

- For the Judicial Officer Who Wants to Take It to the Next Level: Proactive Outreach February 2009
- For the 1 or 2 Person Judicial Office: The Critical Need for Collaboration With Your Campus Partners February 2007

Donald D. Gehring Student Conduct Administration Academy

Salt Lake City, UT

- Decision-Making and Organizational Leadership June 2009
- Ethics, Integrity, and Character on Campus June 2009
- Promoting Ethics and Integrity June 2008
- Collaboration with Your Campus Partners June 2008
- Office Mechanics June 2007
- Recordkeeping & Information Technology June 2006
- Recordkeeping & Information Technology June 2005
- The Disciplinary Case: Preparation, Presentation & Conclusion June 2005

STATE

Association of Student Conduct Administration (ASCA) and Association of Fraternity/Sorority Advisors (AFA)

Decatur, IL

- Best Practices in Student Conduct Administration And Greek Affairs June 2009

Missouri College Personnel Association Annual Conference (MOCPA)

St. Louis, MO

- The Importance of Confidentiality February 2005

Washington University in St. Louis

St. Louis, MO

- Greek Life – House Manager Training 2006 - present
- Committee Organized for Rape Education 2000 - present
- Explore Orientation Program for International Students & Scholars 2000 - present
- Orientation & C.O.R.E. Program – “The Date” 2000 - present
- Residential College Director Training 2000 - present
- Resident Advisor Training 1999 - present
- Sexual Assault Rape Action Hotline 1999 - present
- Committee on Sexual Assault 1999 - present
- Men Organized for Rape Education 2005 - present

PROFESSIONAL AFFILIATIONS

Association of Student Conduct Administration (ASCA)

- Immediate Past President 2010
- President 2009

- President Elect 2008
- National Board of Directors 2005 – present
 - Chair of Budget and Financial Projections
 - Chair of Five Year Strategic Plan Development
 - Chair of Diversity Task Force
 - Co-Chair for Leadership Development
 - Director at Large for Circuits 7 and 8
 - Board Liaison to the Diversity Action Committee
 - Board Liaison to the Resolutions Committee
- Diversity Task Force Summit 2007
- Leadership Development with Tecker Consultant 2007
- Regional Drive-In Conference Chair 2003
- Circuit 8 Representative 2003 - 2005
- State Representative (Missouri) 2002 - 2004
- Conference Committee Member 2001 - 2003
- Regional Drive-In Conference Attendee 2001 - present
- Diversity Committee Member 2000 - present
- Professional Member 1999 - present

Missouri Association of Blacks in Higher Education (MABHE)

- Washington University in St. Louis
 - Institutional Representative 2005 - present

State License to Practice Law

- Supreme Court of Pennsylvania (Attorney # 60669) 1990 - present
- Supreme Court of New Jersey 1990 (inactive)
- Supreme Court of Ohio 1988 (inactive)

References Available Upon Request