Binghamton University – Office of Student Conduct & Residential Life
Graduate Assistant

The Offices of Student Conduct and Residential Life seek to work collaboratively with other staff and students to create a safe, secure, and civil environment where learning, growth and development can take place both inside and outside of the classroom.

**Description**
Residential Life and Student Conduct is looking for a Graduate Assistant to support a program collaboration between the offices. This program creates a student-led conduct process for residential communities. There will be a student board that meets in the evenings to resolve incidents that take place in residence halls.

**Duties and Responsibilities**
- Provide oversight of the Student Conduct Board to ensure a consistent process that strives to educate students
- Provide education to students through Board Hearings their discussions and sanctions that allow the student to consider the impact of their behavior to the greater University community
- Train and advise 10 undergraduate student board members on two Student Conduct Boards
- Provide leadership to boards to effectively weigh evidence to meet the Clear and Convincing Standard and to recommend appropriate educational sanctions that are both in line with University standards and meet the individual student’s education needs
- Develop on-going training, community outreach, and recruitment on a team of two Graduate Assistants
- Maintain records to be used in on-going assessment of the Pilot Program and provided feedback for continued improvement
- Utilize Maxient, the student conduct database management system, for all Student Conduct records

**Qualifications**
- Candidates must be accepted into a Binghamton University graduate program for the 2016-2017 academic year; full time graduate student status
- Must be willing and able to work some weekends and nights
- Excellent computer & technology skills
- Sound judgment and tact
- Ability to maintain confidentiality
- Great communication skills

**Stipend**
This assistantship includes a base stipend for the academic year of $9,400, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected. Tuition scholarships may be available but are not guaranteed.

Anticipated start date August 1, 2016 and end date is May 31, 2017.

**TO APPLY**
Persons interested should submit the general application on the [Student Affairs website](http://www.studentaffairs.binghamton.edu), resume, letter of interest summarizing qualifications and relevant experience, and the names and contact information for two (2) references from past or present faculty, administrators, or employers to Hannah Ward at [hannahward@binghamton.edu](mailto:hannahward@binghamton.edu).

- Candidates applying for the Student Conduct GA position should already have applied for admission to graduate school. Check with your graduate program for important deadlines. Candidates are responsible for applying to graduate school and completing all requirements for admission, as
appointment to position is contingent upon acceptance into a degree-granting graduate program at Binghamton University.

- Interviews for the GA position are typically scheduled and conditional offers made prior to acceptance into a graduate program.
- GAs must maintain a 3.0 grade point average throughout their appointment.

For questions specifically related to this position, e-mail Hannah Ward at hannahward@binghamton.edu or call (607) 777-2028.