Graduate Assistantship

The Office of Student Conduct which is a part of the Dean of Students Office within the Division of Student Affairs seeks to work collaboratively with other offices and departments to create a safe, secure, and civil campus environment where learning, growth and development can take place both inside and outside of the classroom.

The Student Conduct Office has three overarching responsibilities:

1. Oversee the process of educating the campus community about the Code of Student Conduct.
2. Oversee the process for enforcing the Code of Student Conduct.
3. To create opportunities for involvement from the campus community in the aforementioned endeavors.

The Graduate Assistant is a vital part of the staff team of three professional staff, two support staff member and two (2) undergraduate students.

Description of Duties:

- Become familiar with the Code of Student Conduct
- Develop outreach and marketing programs, presentations, and materials
- Help provide guidance and leadership to the student outreach team (S.C.O.T.)
- Create and execute presentations on the Code of Student Conduct
- Assist with Office of Student Conduct assessment efforts
- Conduct benchmarking for new Office of Student Conduct initiatives
- Serve as Student Conduct Administrator for assigned conduct cases
- Attend staff meetings and/or training sessions as appropriate
- Maintain accurate records and files through the Student Conduct database (Maxient)
- Coordinate and facilitate informal and formal adjudication
  - Review incident reports and assign relevant conduct rules for alleged violations
  - Schedule and hold preliminary conferences
  - Recommend punitive and educational sanctions to the Director of Student Conduct for informal hearings
  - Conduct follow-up meetings with students, as needed
  - Review educational sanctions
  - Oversee the formal hearing process for assigned cases
- Assist with Student Conduct Board training, recruitment, and selection
- Provide administrative support for Office of Student Conduct staff
- Collaborate with other departments and individuals to assist with university-wide goals and initiatives
- Perform other duties as assigned

Qualifications:
Candidates must be accepted into a Binghamton University graduate program for the 2016-2017 academic year. Candidates with a background in student conduct as undergraduate student conduct board member, resident assistant, or related experience are preferred. Preference will be given to candidates with a commitment to student growth and development. Strong written and oral communication skills are required. Strong Computer skills are also required. Computer proficiency in the MS Office Suite of programs is also beneficial. The ability to maintain a high level of confidentiality, multi-task and work well in a team environment is a must.

Time Commitment:
20 hours per week, with additional time required during peak periods such as the beginning and end of each semester. Some night or weekend hours may be required.

Stipend:
This assistantship includes a stipend of approximately $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, depending on availability.
Anticipated start date August 27, 2016. Anticipated end date is May 22, 2017.

**BENEFITS OF THE ASSISTANTSHIP**
1. Opportunity for personal and professional growth and development.
2. Opportunity for one-on-one interaction with students.
3. Opportunity to increase knowledge and understanding of student conduct processes and standards.
4. Professional mentoring relationship with Student Affairs staff.
5. Hands-on experience with widely-used student conduct database.

**TO APPLY:** Persons interested should submit the general application found on the [Student Affairs website](http://studentaffairswebsite.com), a resume along with a letter of interest summarizing qualifications and relevant experience, and three (3) letters of reference or reference contact information (preferably at least one on-campus reference), to Sue Briggs at briggs@binghamton.edu.