

## **Binghamton University – Office of Student Conduct Community Standards Graduate Assistant**

The Office of Student Conduct seeks to work collaboratively to create a safe, secure, and civil environment where learning, growth and development can take place both inside and outside of the classroom.

### **Description**

Student Conduct seeks a Community Standards Graduate Assistant who can support a program of a student-led conduct process for Level I conduct cases. In this position, the Graduate Assistant will educate the campus community and meet with students regarding community standards.

### **Duties and Responsibilities**

- Manage the oversight of the Student Conduct Board to ensure a consistent process that strives to educate students.
- Provide education to students in board hearings using the hearing script and facilitating discussion. Provide sanctions that allow the student to consider the impact of their behavior to the greater University community.
- Supervise and offer professional development opportunities to the interns working in the Office of Student Conduct.
- Provide leadership to boards to effectively weigh evidence to meet the Preponderance of Evidence Standard and to recommend appropriate sanctions that are both in line with University standards and meet the individual student's education needs.
- Assist with the promotion and education of the Student Conflict and Dispute Management Program and Ask Big Questions.
- Educate the campus community about the *Code of Student Conduct* and educate students about their rights and responsibilities as members of the University community.
- Assist the Outreach and Education Graduate Assistant with presentations, trainings and tabling.
- Complete on-going evaluations and assessment for the Level I student conduct hearing process. Maintain records to be used in on-going assessment of the program and provide feedback for continued improvement.
- Utilize Maxient, the student conduct database management system, for all Student Conduct records.
- Assist the Office of Student Conduct with projects and tasks throughout the academic year.
- Attend individual meetings with the Assistant Director of Student Conduct and team meetings.
- Foster and support an inclusive campus climate that appreciates and respects inclusions and diversity values consistent with the mission of the University.

### **Qualifications**

- Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year; full time graduate student status.
- Must be willing and able to work some evenings and weekends.
- Excellent computer & technology skills.
- Sound judgment and tact.
- Ability to maintain confidentiality.
- Effective communication skills, including public speaking.

### **Compensation**

This assistantship includes a base stipend for the academic year of \$9,800, 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. Anticipated start date is August 2019 and end date is May 2020.

### **TO APPLY**

Persons interested should submit the general application on the [Student Affairs website](#). For questions specifically related to this position, email Erin Kentos at [ekentos@binghamton.edu](mailto:ekentos@binghamton.edu) or call (607) 777-6210.