Binghamton University – Office of Student Conduct
Graduate Assistant

The Office of Student Conduct seeks 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
Student Conduct is looking for a Graduate Assistant who can support the outreach and education mission of the Office of Student Conduct

Duties and Responsibilities
• Develop and execute a Pre-Hearing Educator program for the Office of Student Conduct – to include advising claimants, respondents, and witnesses on their rights within the process and what to expect during a student conduct hearing.
• Provide ongoing trainings and outreach in campus residential halls to ensure students are aware of the code of conduct and answer any questions.
• Assist the Assistant Director of Student Conduct with the recruitment and training of Level II Student Conduct Hearing Board Members.
• Assist the Assistant Director of Student Conduct with a review and revision of the Sanctioning Guidelines.
• Educate the campus community about the Code of Student Conduct
• Utilize Maxient, the student conduct database management system, for all Student Conduct records and to support Student Conduct Prior Checks.
• 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 2018-2019 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
• Great communication skills

Remuneration
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 August 1, 2018 and end date is May 31, 2019.

TO APPLY
Persons interested should submit the general application on the Student Affairs website. For questions specifically related to this position, e-mail Erin Kentos at ekentos@binghamton.edu or call (607) 777-6210.