

Binghamton University – Office of Student Conduct

Student Conduct Outreach and Education 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 Graduate Assistant who can provide outreach and education on behalf of the Office of Student Conduct to the University campus community. In this role, the graduate assistant should feel comfortable to take the initiative and network with campus constituents in order to provide outreach. The individual in this position should be motivated and eager to educate others by providing presentations, facilitating training sessions and workshops and tabling throughout campus.

Duties and Responsibilities

- Provide on-going trainings and education to the campus community to ensure students are aware of the Code of Student Conduct and answer questions regarding the policies, sanctions and student conduct process.
- Develop and facilitate workshop sessions for educational interventions.
- Supervise and offer professional development opportunities to the interns working in the Office of Student Conduct.
- Assist with the promotion and education of the Student Conflict and Dispute Management Program and Ask Big Questions.
- Lead confidence coaching workshops to student clubs, organizations, internship groups, residential life, etc.
- 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 Community Standards Graduate Assistants with advising Level I student conduct hearing boards.
- Complete on-going evaluations and assessment for outreach and education.
- 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 \$10,000, 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.

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 or call (607) 777-6210.