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 seeks a Graduate Assistant who can support a program of 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 with discussions and providing sanctions that allow the student to consider the impact of their behavior to the greater University community
- Train and advise approximately 15 undergraduate and graduate student board members on two Student Conduct Boards
- 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
- Develop on-going training, community outreach, and recruitment on a team of two Graduate Assistants
- 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
- Educate students about their rights and responsibilities as members of our community
- 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
- 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

**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.

**TO APPLY**
Persons interested should submit the general application on the Student Affairs website. Questions specifically related to this position should be directed to Erin Kentos at ekentos@binghamton.edu or (607) 777-6210.