

Binghamton University – Office of Student Conduct Community Standards and Outreach/Education Graduate Assistant

The Office of Student Conduct works collaboratively to create a safe and civil learning environment by offering multiple pathways to address student behavior. We strive to provide an unbiased, transparent and timely process that is developmental and holds students accountable while compliant with government mandates.

Description

Student Conduct seeks a graduate assistant who can support the process for Level I conduct cases by reviewing incident reports, creating cases, following up with students who are navigating the Level I process and serve as a hearing board advisor. In this role, the graduate assistant will provide outreach and education focusing on the student conduct process and facilitating workshops/educational interventions. The graduate assistant should feel comfortable to take the initiative and network with campus constituents to identify opportunities for outreach/education efforts. 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. The graduate assistant will work directly with the Office of Student Conduct interns for the academic year. The individual in this role will foster and support an inclusive campus climate that appreciates and respects inclusion and diversity values consistent with the mission of the University.

Duties and Responsibilities

Community Standards:

- Review incident reports, create cases and send correspondence to students for conduct purposes.
- Facilitate Level I meetings and educational conversations with students.
- 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. Identify sanctions that allow the student to consider the impact of their behavior to the greater University community.
- Provide leadership to boards to effectively weigh evidence to meet the preponderance of the evidence standard and to recommend appropriate sanctions that are both in line with University standards and meet the individual student's education needs.

Outreach and Education:

- Develop and facilitate workshop sessions for educational interventions.
- Lead conflict coaching workshops to student clubs, organizations, internship groups, residential life, etc.
- Provide on-going training 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. Educate students about their rights and responsibilities as members of the University community.

Responsibilities:

- Supervise and offer professional development opportunities to interns working in the Office of Student Conduct. Additionally, assist with the internship weekly class.
- Meet with interns on a regular basis to check-in regarding class work and internship projects.
- Manage interns' weekly hours to ensure they are successfully completing assigned hours.
- Assist with creating and reviewing assignments in Brightspace.

Others Responsibilities:

- Utilize Maxient, the student conduct database management system, for all Student Conduct records.
- Complete on-going evaluations and assessment for educational interventions and the Level I student conduct process.
- Attend individual meetings with the Assistant Director of Student Conduct and team meetings.
- Collaborate with other campus offices.
- Assist the Office of Student Conduct with projects and tasks throughout the academic year.

Qualifications

- Candidates must be accepted into a Binghamton University graduate program for the 2024-2025 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.

Stipend:

This assistantship includes a base stipend for the academic year of \$11,800, 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:

Interested candidates not in the Student Affairs Administration program should submit a resume, cover letter and contact information for three professional references via email to Amy Zieziula at azieziul@binghamton.edu.