The Office of Student Conduct (“OSC”) is the department within the Division of Student Life responsible for helping students develop and enforce their standards and values. We do this by facilitating the student conduct process that resolves complaints alleging misconduct, advising student judicial committees within the on-campus student residence halls and Fraternities, Sororities, and Independent Living Groups (“FSILGs”), and by offering a wide array of workshops, seminars, and presentations to help students and student organizations understand and articulate their values. OSC is the beginning point of all formal complaints against students, interacts with students and faculty on behalf of the Committee on Discipline (“COD”), and is an impartial resource for all parties in a complaint.

Job Responsibilities: The Office of Student Conduct offers an assistantship for graduate students in relevant fields. The assistantship will be for 20 hours per week during the semester. The graduate assistant will report to the Assistant Dean for Student Conduct and flexible scheduling is possible.

During the fall 2018 term, the assistantship will run from approximately August 6 through December 19. There will be a robust multi-day training scheduled during the first week of work. In the spring 2019 term, the graduate assistant is expected to start approximately January 7 to June 14. Date flexibility is possible, depending upon the needs of the graduate assistant.

The graduate assistant will have the following primary functions:

- They will meet with students accused of violating Institute policies to gather relevant information, guide students through facilitated reflection upon their personal development, and engage in holistic educational intervention.
- The graduate assistant will work with the Assistant Dean to maintain accurate reporting in compliance with the Clery Act. Instructional training will be provided so that the graduate assistant will gain knowledge on relevant laws and policies.
- The graduate assistant will help with hearing coordination and logistics, having an opportunity to observe and participate when possible.
- The graduate assistant will be able to attend meetings of the Committee on Discipline, as well as subcommittee meetings when possible, including the Sexual Misconduct subcommittee.
- The graduate assistant will actively participate in hazing investigations through conducting investigative interviews when cases are available. The graduate assistant will attend Hazing Investigation Team meetings when possible.
- The graduate assistant will serve as a procedural officer for hearings of the Interfraternity Council’s Judicial Committee, advising student leaders on proper procedures.
- The graduate assistant will support and develop training for both student- and faculty-led conduct boards.
- The graduate assistant will advance projects that are priorities for OSC.
Current priority projects include:

- Citizenship outreach & education campaign (creating bulletin boards, giving presentations, handout development, large scale orientation events)
- Assessment of educational sanctions, including use of a qualitative rubric
- Data-pulling and report development to support assessment efforts
- Development and management of website enhancement

**Qualifications:** Graduate student status at an accredited institution of higher education is required. Candidates from Higher Education, Educational Leadership, Student Affairs, College Student Development, Educational Policy, or related fields are preferred. We are seeking someone who is comfortable working effectively with a variety of community members including college students, staff, and faculty. Strong organizational and facilitation skills are required. Strong written skills are required.

**Compensation:** The graduate assistant is paid $16 per hour which yields a total minimum income of $6400 for the fall semester (20 weeks at 20 hours) and $7040 for the spring semester (22 weeks at 20 hours). The graduate assistant may also receive academic credit if approved by their graduate program. MIT also provides a Charlie Card to staff members, graduate assistants included, to offset commuting expenses.

**Application Process:** Those interested should submit a cover letter and resume.

**Distance from Boston College:** MIT’s campus is approximately 4 miles from Boston College main campus and is accessible via driving or public transportation. MIT is located at the Kendall Square stop on the Red Line.

**Testimony from Previous Student Conduct Educators:**

“The graduate assistantship at OSC is best for someone seeking an opportunity to develop skills in advising and supporting, student learning, and law, policy and governance. The work experience is invaluable for anyone looking to learn how to handle difficult conversations with students, about the details of compliance, and how organizational values influence policy and practice. Graduate assistants here are trusted to work as professionals, not to just do the grunt work of the office. There is flexibility in the scheduling of hours, and a great deal of support from the full-time office staff. The staff in OSC are dedicated to crafting an experience that helps graduate assistants find professional roles post-graduation.” Kevin Parker, Student Conduct Educator 2017-2018

“Working in OSC has been professionally rewarding, and personally enjoyable. As a Student Conduct Educator, you will have a level of responsibility that is unique among graduate positions—interviewing students, managing cases independently, and taking on projects (like Clery reporting) that are generally handled by full-time staff. I have also gained meaningful exposure to various issues that are important in student affairs today, like Title IX and hazing. As someone who previously had experience in secondary school student affairs, these responsibilities have allowed me to grow and develop necessary competencies for the higher education field.

Personally, I have been extremely happy with the amount of freedom and flexibility afforded to me by the position. I can establish my own hours and take ownership over how I do my work. My
supervisors are immensely supportive, giving advice and guidance not only about my work but also about my career trajectory and anything else I might want help with. The other members of the office are fun and supportive as well--we find a reason to eat cake nearly every week. As an added plus, MIT's culture attracts students who are unique and always fun to get to know.” Megan Thai, Student Conduct Educator 2017-2018

If you are seeking challenging work that will reward you with deliverable skills for many student affairs areas, I cannot recommend this position highly enough. I will leave it feeling fulfilled, and well prepared for a successful career in student affairs.” – Emma Johnson, Student Conduct Educator 2016-2017

“Being a Student Conduct Educator at the Office of Student Citizenship is unlike any other graduate experience I have had. My supervisors treated me like a full-time professional and were genuinely invested in my professional development. The on-boarding process provided me with in-depth training in motivational interviewing techniques, case management, de-escalating conflict, and Clery reporting. Having this foundational knowledge allowed me to feel confident in completing my work and my supervisors were always available for additional support, when needed. One unique thing that stood out to me in this role, compared to previous positions, was the autonomy I had in completing projects. Working for OSC has been one of the most rewarding experiences of my graduate career and I strongly recommend this position to anyone looking to challenge themselves in student affairs.” – Cat Metcalfe, Student Conduct Educator 2016-2017

“Working with the Office of Student Citizenship has been an incredible experience. In just one semester, I have learned a plethora of valuable, practical skills, especially in the areas of student conduct and Title IX-related topics, specifically sexual misconduct. The autonomy in the Student Conduct Educator role is well-balanced with a supportive team of colleagues who are always eager to help! I would, no doubt, do it all over if given the chance, and I am excited to see what the remainder of my time here brings.” – Nicole Cartier, Student Conduct Educator 2015-2016

“Being a student conduct educator here at the Office of Student Citizenship, has been a gratifying experience. During my time, I have acquired various skills and awareness through practical experiences, significant trainings, and from shadowing my professional colleagues. I truly appreciate this great opportunity and being exposed to important information that has increased my competency levels in the areas of student conduct, Title IX, sexual misconduct, and academic integrity. I’m really looking forward to the remainder of year working in student conduct with my tremendous supportive colleagues whom have contributed to this remarkable experience.” – Marcus Christopher, Student Conduct Educator 2015-2016