

STUDENT CONDUCT Intern, MEDIATION AND EDUCATION **Framingham State College, 2008 -2009**

Nature of Appointment: 20 hours/week for academic year (approximate timeline)

Reports to: Director of Student Conduct, Mediation and Education

Scope: Manage assigned disciplinary cases; assist in the development and implementation of educational and mediation programs for the campus community

Responsibilities:

- Adjudicate behavioral cases. This includes working conjointly with appropriate faculty, staff and students
- Assist in training, selecting and advising the Student Conduct Board (SCB)
- Act as Chairperson for SCB hearings
- Assist Director in presenting educational programs on campus
- Attend regional and/or national conferences
- Assist in the development and facilitation of the mediation program
- Assist in development and implementation of SCB in-services
- Serve as a resource for staff, students and parents pertaining to student behavior, policies and procedures
- Attend regularly scheduled meetings between Student Conduct and Campus Living staff
- Submit at least one article for publication in a regional or national newsletter annually
- Perform necessary office functions, including maintenance and updates of student records
- Complete other duties as assigned by director

Contact: Shawn McGuirk,
Director of Student Conduct, Mediation and Education
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