

Wentworth Institute of Technology

Job Title: Graduate Intern/Graduate Assistant	Department: Office of Community Standards
Supervisor/Manager's Title: Director of Community Standards	
Author of Job Description: Marlin Nabors	

Job Summary: *In 3-4 sentences, briefly but specifically, summarize the primary purpose of the job.*

This position will be responsible for assisting the Director in managing the disciplinary case load of the Institute, working collaboratively to administer the Student Code of Conduct and Wentworth Creed, communicating the mission and values the Institute. This position will represent the office in collaboration with campus partners and therefore will have a broad knowledge of student conduct related to issues within higher education that impact student learning and student development.

Essential Functions: *List up to six essential functions of the job in the space provided below, indicating the most important first, and the approximate percentage of time spent on each function over the course of a year. DO NOT list any duties or responsibilities that require 5% or less of the position's time.*

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| <p>1. Serve as a hearing officer in the disciplinary process. This will include the notification, fact finding and decision making regarding campus incidents. This person will work collaboratively with the Director of Community Standards, Housing and Residential Life and Public Safety in this process.</p> | <p>70% of Time</p> |
| <p>2. In conjunction with the Director, design and implement proactive measures designed at raising awareness of the Student Code of Conduct. This can include web content, published materials, and active programming. This person will engage in one self-directed project each semester aimed at furthering the learning outcomes of the department. This may include collaborations with Housing and Residential Life, the Counseling Center and Wellness Education. .</p> | <p>20 % of Time</p> |
| <p>3. In conjunction with the Director, coordinate training and case management for the Community Standards Board. This may include preparing documents for hearings, participating as a hearing advisor or advisor to the Board during a hearing.</p> | <p>5 % of Time</p> |
| <p>4. Attend meetings associated with the position where possible. This may include Weekend Wrap up meetings, individual meeting with the Director of Community Standards, and Wentworth Risk Assessment and Prevention meetings.</p> | <p>10 % of Time</p> |

THE OFFICE OF COMMUNITY STANDARDS AT THE WENTWORTH INSTITUTE OF TECHNOLOGY

The office is designed to provide an equitable and student centered process for dealing with alleged Conduct Code infractions in such a way that the discipline system can contribute to the total educative mission of the Institute. Students are encouraged to make responsible decisions and to be accountable for their actions. In addition, students who witness violations of the Code or who are victims of inappropriate or illegal behavior perpetrated by other students are encouraged to report to the Office of Community Standards.

Departmental Mission Statement

The Office of Community Standards works to protect and perpetuate the Wentworth Student Code of Conduct. This office, in conjunction with campus partners protects the rights of the community through the enforcement of behavioral expectations and standards. These standards help to construct and reinforce a campus community that supports the academic mission of the Institute by providing a safe, welcoming and supportive campus environment.

Basic Functions of the Office:

- Serves as a clearinghouse for behavior related reports from the campus community
- Takes action to address behaviors that may violate the Student Code of Conduct
- Imposes educational sanctions to help Wentworth members learn and understand the community's standards
- Works proactively to educate and reinforce the standards of the community
- Collaborates with campus partners to maintain an ongoing dialogue concerning the community standards

Through the Office of Community Standards, students can:

- Understand their rights and responsibilities as students
- Report violations of the student code of conduct
- Serve as student members of the Community Standards Board

Through the Office of Community Standards, faculty can:

- Serve as a faculty member of the Community Standards Board
- Serve as a process advisor to the discipline system
- Report violations of the student code of conduct
- Instruct a Community Standards Class

Learning Objectives

The disciplinary process is designed to be educational. To that end, the office has outlined learning outcomes that are expected to result from a student's participation in the process.

Intellectual / Personal Growth

- Students will identify the consequences of personal actions
- Students will interpret the purpose of institutional policies
- Students will consider the concepts of self-respect and respect for others
- Students will consider the impact of current decisions on academic and professional future

Clarified Values

- Students will articulate personal ethics and values
- Students will evaluate the level of congruence between their values and actions
- Students will understand how to use personal values in decision making
- Students will articulate rationale for personal behavior

Understanding of process/ rights and responsibilities

- Students will understand their rights and responsibilities prior to hearing

Managing Academic and Personal Life

- Students will explore balance between academic time and leisure
- Students will examine behavior as obstacle to goal attainment
- Students will be able to articulate long-range life goals

For more information see the Student Handbook, available in the Dean of Students Office located in Rubenstein 003 or visit the Office of Community Standards on the web at <http://www.wit.edu/sd>.