Housed within the Office of the Dean of Students, the student conduct process promotes personal responsibility and encourages civility, integrity, and a sense of community among Boston College students. The purpose of the student conduct process is to maintain a campus community conducive to a positive learning environment and to provide an educational opportunity by which individuals or groups can recognize the consequences of their actions and be held accountable for their choices. Consistent with this purpose, intentional efforts are made to foster the personal, social, and ethical development of those students whose behavior is in conflict with University expectations.

The conduct process operates cooperatively with University partners to investigate and adjudicate alleged violations of the Code of Student Conduct found within the Boston College Student Guide. Several staff members within the Office of the Dean of Students meet with students to address and redress student behavior. In addition, the Student Conduct Board serves as a peer adjudication board designed to encourage dialogue pertaining to behavioral standards among students so that behavior that is unacceptable can be redirected.

The Graduate Assistant for Student Conduct will serve as a paraprofessional staff member and will assist in promoting the mission of the Office of the Dean of Students and the philosophy of the student conduct process. Supervised by the Assistant Dean of Students, the Graduate Assistant will be responsible for assisting with case administration through our Maxient student conduct system, meeting with students to adjudicate conduct cases, facilitating a formative referral program through the student conduct sanction process, assisting with the disciplinary clearance process, and completing other duties as needed.

**Position Responsibilities**

**Student Conduct Process**
- Meet with students individually and in groups to adjudicate cases of alleged violations of the Code of Student Conduct. Issue sanctions and educational referrals to students.
- Manage the adjudication process, resolution, and sanctioning status of cases through the conduct database.
- Assist with student conduct case administration through the Maxient student conduct database.
- Assist in research and assessment activities related to the conduct process and national best practices.
- Coordinate, facilitate, and assess a student conduct formative referral program.

**Other Duties and Responsibilities**
- Receive, track and respond to requests for conduct history information as part of the disciplinary clearance process for students, internal partners, and external agencies.
- Attend trainings and meetings with conduct hearings officers and Office of the Dean of Students staff.
- Collaborate with partners from other departments (i.e. BC Police, Alcohol & Drug Education) as needed.
- Meet weekly with the Assistant Dean of Students.
- Participate in administrative coverage of campus events when necessary.
Important Information

Office Hours (10 hours/week)
The Graduate Assistant is expected to maintain the required amount of office hours per week, spread over at least two days per week.
Office hours will be determined within the first week of classes each semester and any changes to office hours should be discussed with the Assistant Dean of Students.

Requirements and Qualifications
Successful candidates should demonstrate active listening skills, exhibit strong conflict management and resolution abilities, and be detail-oriented. The display of strong communication skills, both verbal and written, and the ability to multi-task and maintain organizational standards are required. Due to the sensitive nature of conduct records, an understanding of the importance of maintaining confidentiality is imperative.

Dates of Contract and Compensation Information
The anticipated dates of appointment are August 26 to December 9, 2019 and January 13 to April 30, 2020. The Graduate Assistant will be provided tuition remission in the amount of $15,000 for the academic year.