Graduate Assistant for Student Conduct (3 Positions)

Overview of the Graduate Assistant Positions

The Office of Student Conduct has three (3) graduate assistant positions. Each graduate assistant works collaboratively and directly with students in the student conduct process including serving as conduct hearing officers, working with our Maxient student conduct database and contributing to the overall goals and mission of the department and Division of Student Affairs. Each graduate assistant position has a distinct functional area of conduct that they are responsible for. The three functional areas are broadly delineated as follows:

- Student Conduct Board
- Administrative Hearing Board and Maxient case administration
- Off Campus and Community Collaborations

Candidates will be reviewed for consideration for all three positions unless you notify us otherwise. Separate applications for each position are not necessary but you are welcome to address in your interest statement what areas interest you most.

Overview and Philosophy of Student Conduct

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. The Graduate Assistant for Student Conduct will serve as a paraprofessional staff member and will assist in promoting the mission and philosophy of the Office of Student Conduct. Each graduate assistant is supervised by an Associate Director of Student Conduct for each functional area.
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Position Responsibilities (All 3 positions)

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.
- Develop educational sanctions and compile reports as requested by the Director/Associate Directors.
- 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 Student Conduct staff.
- Assist with the disciplinary clearance process.
- Collaborate with partners from other departments (i.e. BC Police, Alcohol & Drug Education) as needed.
- Meet weekly with supervisor and attend bi-weekly staff meetings.
- Participate in administrative coverage of campus events when necessary.
- Attend departmental and division-wide meetings, orientations, and professional development seminars.

Functional Area Responsibilities

Student Conduct Board

- Coordinate and schedule Student Conduct Board hearings, including coordination of various schedules, preparation/distribution of hearing notices for students and witnesses, and hearing materials for Board members.
- Meet with the responding student(s) and complainants and witnesses prior to a scheduled Board hearing in order to provide information regarding Board procedures, provide an opportunity to review reports and documentation, and address any questions or concerns.
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- Serve as the primary advisor to Student Conduct Board hearings, ensuring that appropriate procedures are followed while promoting the educational goals of the process. The advisor offers clarification and interpretation of the Code of Conduct and assists the Chair as necessary in preserving the hearing process.
- Communicate Student Conduct Board resolutions and sanctions to the responding student(s) upon review and approval of the Associate Director.
- Update the conduct database with the status of Student Conduct Board cases, including monitoring and tracking the completion of assigned sanctions.
- Communicate regularly with Board members regarding issues related to Student Conduct Board operations through email, biweekly Chair meetings, and monthly in-service trainings.
- Assist in planning and facilitation of the annual Student Conduct Board overnight retreat in the Fall semester (attendance at the retreat is required for the position).
- Schedule and coordinate monthly Board in-service training sessions designed to enhance the knowledge base and skill set of Board members. Assist in planning and facilitation of such trainings.
- Service as a liaison between the Office of Student Conduct and the Boston College information Technology Services Office regarding copyright and file sharing infringement violations. Follow established protocols in adjudicating cases with students who receive copyright infringement notices.

Off-Campus and Community

- Serve as a student conduct hearing officer for alleged on and off campus violations.
- Coordinate, facilitate, and assess off campus Friday Night Heights formative program in conjunction with the Boston Police and Allston-Brighton Substance Abuse Coalition.
- As needed, meet with off-campus students in the neighborhoods who are at-risk behaviorally for the purpose of discussing policy violations, behavior, and impact on community, etc.
- Support new off-campus and commuter student initiatives (e.g. community partners, neighborhood programming, off campus meetings)
- Assist in the development of programs to build positive neighbor relations and to build community among off-campus students and promote civic engagement
- Support off-campus student life learning outcomes and assessment activities
- Collaborate with partners from other departments (i.e. BC Police, Boston Police, Community Assistance Program, Community Affairs and Alcohol & Drug Education) as needed.

Administrative Hearing Board and Case Administration

- Assist with student conduct case administration through the Maxient student conduct database.
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- Coordinate, facilitate, and assess the Staying On Track formative program.
- Coordinate and schedule Administrative Board hearings, including coordination of various schedules, preparation/distribution of hearing notices for students and witnesses, and hearing materials for Board members.
- Meet with the responding student(s) and complainants and witnesses prior to a scheduled Board hearing in order to provide information regarding Board procedures, provide an opportunity to review reports and documentation, and address any questions or concerns.
- Communicate Administrative board hearing resolutions and sanctions to the responding student(s) upon review and approval of the Associate Director.
- Update the conduct database with the status of Administrative Board cases, including monitoring and tracking the completion of assigned sanctions.
- Assist in planning and facilitation of the Administrative Board training.
- Assist with policy and reporting compliance including the Annual Clery Report, Biennial Review, and request for student conduct statistics as needed.

**Important Information (All 3 positions)**

**Office Hours (20 hours/week)**
The Graduate Assistant is expected to maintain the required amount of office hours per week, spread over at least three 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 your Associate Director.

**Requirements and Qualifications**
Applicants must be accepted into the Boston College Higher Education Administration graduate program in the Lynch School of Education. Priority will be given to those enrolled in a multi-year program.

Prior conduct experience is not a requirement, however, 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**
Position begins approximately one week before classes begins for training and opening preparation. Position ends each semester at the conclusion of the student exam period. The anticipated dates of appointment are August 24 to December 21, 2020 and January 19 to May 18, 2021.
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The Graduate Assistant will be provided a stipend of $10,000 to be paid out over a nine-month period, and tuition remission for up to 5 courses within an academic year, not including summer terms.

For more information regarding the Boston College Office of Student Conduct, please review our website at www.bc.edu/conduct.

Applicants should submit a resume and cover letter to Melissa Woolsey at melissa.woolsey@bc.edu by February 1st, 2020.