Graduate Assistant for Student Conduct

Overview and Philosophy of Student Conduct

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 managing administrative duties of the Student Conduct Board hearing process, assisting with training and advising for Student Conduct Board members, meeting with students to adjudicate conduct cases, assisting with the disciplinary clearance process, providing outreach to University partners, and completing other duties as assigned.

Position 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. Additional support may be required for Administrative Board hearings.
- 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.
- 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 Assistant Dean of Students.
- 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 training/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.
• Assist in organizing outreach programs, community service activities, and social activities for Board members.

**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 in research and assessment activities related to the conduct process and national best practices.
• Develop educational sanctions and compile reports as requested by the Assistant Dean of Students.
• Service as a liaison between the Office of the Dean of Students 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.

**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 (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. Evening hours for Student Conduct Board hearings are required. This is essential for the ease of communication between the Graduate Assistant, Assistant Dean of Students, and Student Conduct Board members. 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**
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.

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 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.