The Office of Student Conduct at MIT seeks to hire two Student Conduct Educators for the 2019-2020 academic year to serve as graduate assistants and to support the full-time staff in managing day to day functions and long-term projects. The assistantship will be for 20 hours per week during the Fall 2019 and Spring 2020 semesters. Compensation for the position will include a $16/hour stipend, a free LinkPass for the length of the internship, and other benefits listed below. Student Conduct Educators will report directly to the Assistant Dean for Student Conduct (James Reed).

Office Overview: The Office of Student Conduct (“OSC”) is the department within the Division of Student Life responsible for helping students develop and enforce their standards and values. We do this by facilitating the student conduct process that resolves complaints alleging misconduct, advising student judicial committees within the on-campus student residence halls and Fraternities, Sororities, and Independent Living Groups (“FSILGs”), and by offering a wide array of workshops, seminars, and presentations to help students and student organizations understand and articulate their values. OSC is the beginning point of all formal complaints against students, interacts with students and faculty on behalf of the Committee on Discipline (“COD”), and is an impartial resource for all parties in a complaint.

Term of Appointment: During the Fall 2019 term, the assistantship will run from approximately August 5 through December 18. There will be a robust training scheduled during the first two to three weeks of work in August. In the Spring 2020 term, the assistantship will run from approximately January 6 to June 12. The schedule for the year accounts for a two-week holiday break around Christmas and New Year’s, a one-week Thanksgiving break and a one-week spring break. Flexibility in scheduling both in terms of hours and in terms of dates is possible depending upon the needs of the Student Conduct Educator.

Primary Functions: Student Conduct Educators will be expected to do the following:

- Meet with students accused of violating Institute policies to gather relevant information and guide them through the discipline process.
- Manage an individual caseload with supervisor support and present on cases to members of the Committee on Discipline.
- Support students through facilitated reflection processes and engage in holistic educational interventions supported by relevant student development theory.
- Maintain accurate reporting in compliance with the Clery Act in conjunction with the Assistant Dean. Instructional training will be provided so that the Student Conduct Educators will gain knowledge on relevant laws and policies.
- Assist with hearing coordination and logistics, having an opportunity to observe and participate when possible.
- Attend meetings of the Committee on Discipline, as well as subcommittee meetings when possible, including the Sexual Misconduct subcommittee. Student Conduct Educators will also have the opportunity
to attend Residential Education department meetings and to represent the OSC on departmental and divisional committees along with the Assistant Dean whenever possible.

- Actively participate in hazing investigations through conducting investigative interviews when cases are available. Student Conduct Educators will attend Hazing Investigation Team meetings when possible.
- Co-lead a monthly decision-making workshop for students sanctioned through the discipline process.
- Serve as a procedural officer for hearings of the Interfraternity Council’s Judicial Committee, advising student leaders on proper procedures.
- Support and develop training for both student- and faculty-led conduct boards.
- Advance projects that are priorities for OSC. Some of the current priority projects include:
  - Citizenship outreach & education campaign (giving presentations, handout development, large-scale orientation events, COD process advisor programming)
  - Assessment of educational sanctions, including the use of rubrics and other methods
  - Data-pulling and report development to support assessment efforts
  - Development and management of website enhancement

**Qualifications:** Graduate student status at an accredited institution of higher education is required. Candidates from Higher Education, Educational Leadership, Student Affairs, College Student Development, Educational Policy, or related fields are preferred. We are seeking someone who is comfortable working effectively with a variety of community members including college students, staff, and faculty. Strong organizational and facilitation skills and strong written skills are required, as well as experience in working with individuals from diverse backgrounds.

**Compensation And Benefits:**

- **Stipend:** Our Student Conduct Educators are paid $16 per hour which yields a total minimum income of $6400 for the fall semester (20 weeks at 20 hours) and $7040 for the spring semester (22 weeks at 20 hours).
- **Academic Credit:** Student Conduct Educators may also receive academic credit if approved by their graduate programs. Past institutions where students have completed this assistantship for credit include Salem State University and Boston College.
- **Sponsored Professional Association Membership:** The OSC will sponsor a one-year student membership for the Association for Student Conduct Administration (ASCA) or a comparable professional association.
- **Transportation:** MIT provides a free CharlieCard LinkPass (local bus and subway service) to all employees, graduate assistants included, which is valued at approximately $850 for 10 months.
- **Intangible Benefits:** The OSC offers flexible scheduling, regular one on one supervision from both the Assistant Dean and Associate Dean, integrated learning and networking opportunities, and a collaborative and growth-focused work environment that supports staff members’ holistic development.

**Distance from Boston College:** MIT’s campus is approximately 4 miles from Boston College main campus and is accessible via driving or public transportation. MIT is located at the Kendall Square stop on the Red Line.

**Application Process:** Those interested should submit an application through the BC Higher Education Interview Day process. Applications will be reviewed on a rolling basis, so early submission is advantageous. Candidates will be expected to participate in two rounds of interviews (one at the interview day and one follow-up with the full OSC team); finalists will be expected to submit references for review by the Assistant Dean.