

# Community Standards & Civility (CS&C)

## *Student Conduct Assistant*

### ***Qualifications for the Student Conduct Assistant position***

- Bachelor's degree
- Acceptance into a graduate program at the University of Dayton (College Student Personnel, Higher Education, or a related field is preferred)
- Enrolled in no more than six semesters and/or eight quarter hours
- Successful completion of the interview process
- Acceptable disciplinary standing from undergraduate institution
- Acceptable academic standing from undergraduate institution
- Strong communication skills
- Strong administrative/organizational skills

### ***Responsibilities***

The Office of Community Standards and Civility is responsible to the University of Dayton community to assist in the resolution of student conduct cases as described in the University of Dayton Standards of Behavior. The primary role of the Office of Community Standards and Civility's Student Conduct Graduate Assistant will be to assist in the management of student conduct issues as they arise in the office as well as serve as the primary coordinator of student consequences. The Standards of Behavior exist to protect the rights of the University of Dayton community. Each standard has been created in partnership with students, faculty, and staff. The Office of Community Standards and Civility, in upholding these standards, utilizes an educational philosophy through (1) developmental sanctioning, (2) peer based hearing boards, (3) trained adjudication officers and hearing board members, and (4) educational opportunities that relate to community, civility, and responsibility. The Student Conduct Graduate Assistant is responsible for the coordination of various educational and developmental training sessions designed to increase student awareness of the University's expectations and standards regarding social conduct. Additionally, the graduate assistant will be cross trained in order to gain a skill set for each role in the student conduct system.

### ***Duties Include***

- Manage and coordinate consequence completion for all assigned student consequences.
- Manage scheduling and coordination of student consequence workshops with campus partners.
- Coordinate communication efforts with volunteer hearing board members, hearing officers, conduct advisors, perspective meeting facilitators, and support people.
- Manage/direct student and parent services for general questions and concerns.
- Manage the office inbox.
- Assist in the maintenance and management of federally protected student conduct records.
- Assist in the management of the student diversion programs (Blueprint, STAMP).
- Manage and oversee peer education program efforts including recruitment of members, program creation, and educational outreach.
- Serve as a trained University Hearing Board member in a limited capacity. Other duties as assigned by the Director of Community Standards and Civility, such as creating reports, preparing presentation materials, and performing daily office tasks.
- Office hours 20 hours per week.

***Remuneration***

- Competitive stipend
- Tuition remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Healthcare: Offered enrollment in University of Dayton health care plan as applicable to Gas

***For more information, contact:***

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