Student Conduct & Community Standards (SCCS) Graduate Student Intern

Position Description

Position Summary:
Supervised by the Director of Student Conduct & Community Standards, the Graduate Student Intern will work directly with the Office of Student Conduct & Community Standards to help coordinate student conduct-related matters, assist with assessment, training and educational programs at the University of Wisconsin-River Falls (UWRF). The position receives a stipend of $10,124 for 9 months with additional compensation for summer employment. Anticipated start date for this position is June 1, 2015.

NASPA/ACPA Core Professional Competencies: Leadership, Student Learning and Development, and Personal Foundations

Position Responsibilities:

1. Work directly with the staff of the Office of Student Conduct & Community Standards to manage all aspects of the student conduct system including managing processes, implementing trainings for student conduct beards and help educate students on the policies at UWRF.
2. Assist in the management of educational sessions as well as monitoring and development of published information in print and on website and other media.
3. Monitor student compliance with sanctions and conditions mandated as a result of student conduct decisions and agreements.
4. Assist with developing educational programs for faculty, Staff and Students in areas such Academic Integrity, Student Conduct, Clery Act, Title IX compliance and other areas.
5. Assist SCCS staff with establishing and maintaining data collection processes, including database entry, analysis, regular and frequent reporting for both UWRF, State and Federal reporting.
6. Compile assessment results for the purposes of informing program planning and departmental reporting.
7. Other duties as assigned.

Qualifications:
A successful candidate will have a Bachelor’s degree and be fully enrolled on the SAA Program at UW-La Crosse. A strong interest in student conduct, integrity, community building, inclusivity and accountability is requirement for success. An ability to work collaboratively and creatively in a strong team oriented work environment is essential. Strong written and verbal communication skills and attention to detail are other desirable qualities. This position is a two year appointment subject to renewal annually based on performance indicators.

About the Office of Student Conduct & Community Standards:
The Office of Student Conduct and Community Standards (SCCS) coordinate student conduct-related matters at the University of Wisconsin-River Falls (UWRF). SCCS educates the university community about the standards necessary to maintain and protect an environment conducive to learning. A primary objective is to help students recognize and understand their academic and social responsibilities to oneself, the university and larger community. This may be accomplished by teaching and/or modeling integrity, community-building, inclusivity and accountability. More information about the Office of Student Conduct & Community Standards at UW-River Falls can be found at http://www.uwrf.edu/StudentConductAndCommunityStandards.

To Apply: Please complete the UW-River Falls Graduate Student Intern Application by clicking the link.

Deadline to Apply: Applications will be reviewed as submitted. Position will be open until filled.

The University is committed to creating an educational community which enhances student awareness and appreciation of diverse ethnicities and cultures and which actively supports tolerance, civility and respect for the rights and sensibilities of each person without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Awareness of and sensitivity to diverse ethnic and cultural heritages are especially sought in applicants.

UW - River Falls is an equal opportunity, affirmative action employer subject to all state and federal regulations pertaining to non-discrimination based upon sex, gender identity or expression, sexual orientation, race, color, national origin, religion, disability, marital status, age, arrest and/or conviction record, veteran status, and membership in the national guard, state defense force, or any other reserve component of the military forces of the United States or the State of Wisconsin. All persons, especially women, persons of color, and people with disabilities are encouraged to apply. Employment is subject to federal laws that require verification of your identity and legal right to work in the United States as required by the Immigration Reform and Control Act.