FUNCTIONAL TITLE: Graduate Student Employee for Student Conduct

GENERIC TITLE: Graduate Student Employee

NAME:                     DATE: May 1, 2015

DIVISION: Student Development and Campus Life       DEPARTMENT: Residence Life

REPORTS TO (TITLE): Assistant Director of Residence Life

STATEMENT OF PURPOSE:
The Graduate Student Employee for Student Conduct is a member of the Office of Residence Life staff working closely with the Dean of Students Office. He/She will assume an important role within the Office of Residence Life and the Dean of Students Office aiding and taking initiative in completing various assigned tasks. Responding to the needs of the Office of Residence Life staff, in addition to those of students, parents, other departments, and guests of the University who contact the Office of Residence Life, will comprise a significant portion of the Assistant’s work. Thus, the ability to manage critical administrative tasks while addressing situations and inquiries as they arise is necessary. In as much as the Office of Residence Life and Dean of Students Office work environment is a dynamic one, the Graduate Student Employee position is one that requires flexibility, adaptability, enthusiasm, and commitment as he/she is called upon to respond to changing needs and situations. While no position description completely describes the job, the responsibilities listed below are a representation of the major expectations of the Graduate Student Employee for Student Conduct.

MAJOR DUTIES AND RESPONSIBILITIES:
A. SUPERVISORY RELATIONSHIP

1. The Graduate Student Employee reports to and receives direct supervision from the Assistant Director of Residence Life while also interacting and working with the Director for Student Conduct and Associate Director of Residence Life.

B. SPECIFIC RESPONSIBILITIES

1. Maintain current knowledge of best-practices in student conduct.
2. Become well acquainted with and enforce the rules, policies, regulations, and the use of procedures outlined in the department manual as well as the Resident Student Community Living Guide, the Code of Conduct, and the Residence License and Dining Agreement. This includes the ability to enforce and explain the rules as well.
3. Refer behavioral problems, crises, and emergencies in accordance with Office of Residence Life and Dean of Students Office protocol.
4. Maintain professional appearance and demeanor at all times.
5. Hear and adjudicate conduct cases as assigned by the Assistant Director of Residence Life.
6. Ensure that all databases related to conduct are updated appropriately and in a timely manner.
7. Develop and implement programs to address the needs of students and or creation of programs to address concerns see on campus through the conduct process.
8. Attend all monthly staff meetings called by the supervisor and learn new information on procedures and policies from meetings, postings within the office, updates from staff members, and emails in order to accurately respond to inquiries and situations that develop.

9. Complete all administrative functions accurately and promptly.

10. Expected to work both independently, at times without supervision, and in groups with other staff, or personnel from other departments, sometimes under pressure.

11. Possess and exhibit strong communication skills in dealing with staff, students, and guests.

12. Act as University representative and resource person for both students and parents throughout the University and be responsible for disseminating appropriate information to specific parties.

13. Able to research subjects and complete tasks using all forms of resources available as well as document and communicate that information to the supervisor.

14. Advanced writing skills, with ability to draft business letters, email correspondence, proposals, reports, and announcements in addition to editing various written documents.

15. Utilize technology and software to create, develop, and edit brochures, flyers, spreadsheets and databases for dissemination to other departments, calendars of important dates for departmental use, and various other applications on a daily basis.

16. Project management, including but not limited to: Ability to work with SIS and housing module for assignments, conduct module and other projects.

17. Maintain a comfortable atmosphere in which the rights of all individuals are protected. This includes the fostering of respect for individuals’ privacy, security, personal property, and the collective property of the residential communities.

18. Perform other duties as assigned.

C. STUDENT DEVELOPMENT & CAMPUS LIFE

1. Attend all Student Development and Campus Life division meetings and contribute to the residence hall experience when applicable.

QUALIFICATIONS:

1. A bachelor’s degree and acceptance and full-time enrollment into one of the following Montclair State University Masters programs are required: Student Affairs Leadership, or Counseling.

2. Expertise and experience in customer service and ability to assist visitors and guests to the University, students, parents, and both student and professional staff members.

3. Be responsible, able to take initiative, flexible, and have the ability to accept and problem solve challenges.

4. Possess thorough experience with and strong working knowledge of various computer programs and systems including all Microsoft applications.

5. Some experience in a student development (services) department is preferred.

6. Experience with student conduct is preferred.

7. Ability to work 20 hours per week during normal business hours (8:30 am to 4:30 pm) while the University is in session. Due to the nature of this position, some evenings and weekends may be required.

8. The successful candidate must possess strong interpersonal and communication skills, the ability to work with a diverse student population, and knowledge of student academic needs.

9. Familiarity with residence halls and college/university faculty and experience living/working within the residence halls is preferred.

10. Must be able to maintain a cumulative and current grade point average of 3.0 at all times.

EMPLOYMENT INFORMATION AND COMPENSATION:

1. Appointment to a second year is based upon evaluation, supervisor’s recommendation and successful completion of courses in an academic program.
2. Employment begins in August and extends through the end of finals in May annually (subject to renewal of position). Breaks and summer work may be possible.
3. Pay based upon 20 hours per week at the rate of $16.00 per hour for their first year and $18.00 an hour for subsequent years, if reappointed.
4. The Graduate Student Employee for Student Conduct will be off from closing in December until the start of professional staff training in January.
5. The Graduate Student Employee for Student Conduct will be off during the Spring Break Week in March.

To apply for this position, please email a resume and cover letter to Tara Mellor, Assistant Director of Residence Life at mellort@mail.montclair.edu. If you have any questions, or would like additional information about the position, please don't hesitate to contact Ms. Mellor.