

Conduct and Community Standards Graduate Position

The Department of Housing and Residence Education is looking for graduate level students to fulfill two Conduct and Community Standards Graduate staff positions for academic year 2017/18. This live-on campus position (on-campus apartment including utilities provided) reports directly to the Assistant Director of Conduct and Community Standards. It is the primary responsibility of this staff member to work with various aspects of the residence hall conduct program within Residence Life and Education (RLE).

General Responsibilities:

- Provide ongoing consultation to students, parents, families and staff regarding the conduct process and housing policy
- Investigate, adjudicate, and resolve residential disciplinary and conflict issues in accordance with conduct policy and procedure
- Render determination and administration of sanctions up to and including conduct probation
- Counsel and advise students on personal, social, and academic issues in the context of student development theory and utilization of a social justice framework.
- Gain expertise in the conduct database Advocate and other record keeping technologies.
- Facilitate the creation, planning, and implementation of fire safety seminars.
- Assist the Assistant Director in staff training of the conduct process, conflict coaching and fire safety guidelines/procedures. In addition, graduate staff will serve as a conduct resource to 23 professional staff, 30 graduate hall directors, 10 community assistants, and 186 resident assistants on the topics of conflict resolution, the residential conduct system, and database reporting
- They will perform all other additional duties as assigned. This includes assisting with other projects and initiatives outside of Conduct & Community Standards.

Administrative Responsibilities:

- Issue charging reports to area staff submitting incident reports.
- Adjudicate DHNet cases as the primary hearing officer.
- Assist the Assistant Director with various aspects of managing any “adjunct” conduct process, such as conflict coaching, bias incident protocol, and peer mediation.
- Research and assist with various publications and outreach communications as assigned.
- Attend Staff meetings as required.
- Provide Office Coverage as needed. The graduate staff person will provide their academic schedule for the purposes of scheduling work hours and office coverage. Conduct & Community Standards office hours are typically 8am-5pm Monday-Friday. Graduate staff may be required to work during evenings, weekends, and holidays if needed. They do not serve in an on-call capacity.
- Follow Housing protocols

Compensation:

The Conduct and Community Standards position is currently paid a contract rate of \$4,365.00 each semester or \$485.00 bi-weekly over 9 pay periods (fall and spring only) based on 9.5 months of work, 20 hours per week from approximately August 1st to May 1st. In addition to salary, a \$300.00 per semester (fall and spring only) declining balance for meal plan is provided. An on-campus apartment, fully furnished with all utilities, is provided. Remuneration does not include tuition. Out-of-state fee waivers are sometimes available, but are NOT guaranteed (see information on our employment website).

Minimum Qualifications:

- Must be enrolled as a full-time graduate student in good standing as defined by the University or specific college at the time of actual employment.
- Must be able to have a 20 hr FTE available
- Be able to work effectively with the University population (staff, students, parents, etc.).
- Demonstrate a sense of job responsibility and maturity.
- Show evidence of leadership skills.
- Show evidence of good time management skills.

Commitment to Diversity

It is the goal of Department of Housing and Residence Education to hire undergraduate, graduate and professional staff who are committed to the increasing the knowledge, experience, appreciation and respect of cultures, issues and local, regional and global communities. We strive to develop a community that facilitates interaction among students, faculty and staff representative of diverse traditions, abilities, gender, sexual orientations, religious and spiritual convictions, socio-economic status, and racial and ethnic origins. We strongly encourage applications from individuals who are committed to this ongoing development of true global understanding.

Be sure to complete your Graduate UF SFC Graduate Assistant Application Interest Form 2017. Interviews will be scheduled for those that check off interest in the Housing and Residence Education Graduate positions. We look forward to meeting you!

Housing position specific questions can be directed to Casey O'Guinn at:

HRERLEGraduateStaffRecruitment@housing.ufl.edu