Graduate Intern for the Office of Student Conduct, Rights & Responsibilities
Division of Student Life

Under the supervision of the Assistant Director, the Graduate Intern is responsible for promoting the educational and programmatic initiatives of the Office of Student Conduct, Rights & Responsibilities (OSCRR) while gaining exposure to the operations of crisis management and conduct services. Particular focus will include partnership initiatives with Student Housing and Residential Education (SHaRE) and Health Promotion Services (HPS) at the University of San Francisco.

GOALS:
- To gain insight into the field of student conduct and its role in Student Life/Affairs
- To learn about the Office of Student Conduct, Rights & Responsibilities’ services and internal processes.
- To obtain practical experience in the administration of the conduct process, educational programming, policy research, design and implementation; web design and social marketing

RESPONSIBILITIES:
- Serve as a Graduate Student representative on the University’s Academic Integrity Committee
- Assist in maintaining Maxient (conduct database) data: uploading files, logs, reports, and sanctions
- Assist in collecting and organizing notes and records to be uploaded into servers and databases
- Review and purge confidential and classified files per record retention protocol
- Provide service as a Conduct Officer (hearing minor cases such as theft and low level Drug/Alcohol)
- Serve as a Peer Mentor; educating students on the affects of alcohol through Brief Motivational Interviews
- Assist in the creation, implementation, and functioning of programs hosted by OSCRR and the Dean of Students’ Office
- Collaborate with Graphic Center, Event Scheduling, and other offices as necessary to assist in ordering and gathering items (on and off campus)
- Assist with the creation of programs for various concerns, issues, and trends during the academic year
- Assist with the planning and implementation of Integrity Week
- Facilitate educational workshops for the campus community
- Create and maintain databases for various projects and surveys (e.g., Excel Grids, etc)
- Serve as a positive role model for students and adhere to the strictest standards of confidentiality
- Other duties as assigned

Professional Competencies Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2015), the primary competency areas that the graduate intern will develop, include:

Personal and Ethical Foundations (PEF)
Develop and maintain integrity in one’s life and work; this includes thoughtful development, critique, and adherence to a holistic and comprehensive standard of ethics and commitment to one’s own wellness and growth. Our personal and ethical foundations grow through a process of curiosity, reflection, and self-authorship.

Law, Policy, and Governance (LPG)
The application of legal constructs, compliance / policy issues, and the understanding of governance structures and their impact on one’s professional practice.
**Student Learning and Development (SLD)**
Addressing the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs and teaching practice.

**Social Justice and Inclusion (SJI)**
A process and a goal to create learning environments that foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power. Seeking to meet the needs of all groups, equitably distributing resources, raising social consciousness, and repairing past and current harms on campus communities. A complete list of competencies can be found at www.naspa.org or www.myacpa.org.

**QUALIFICATIONS:**
- Enrollment in a Masters program required. School of Education preferred.
- Strong organizational and communication skills, computer skills, and the ability to work with others; facilitation and program presentation experience preferred.
- Ability to maintain professionalism under stress is a must.
- Experience with or understanding of student conduct processes (including access to and preserving confidential information), conflict resolution and/or trending college student preferred.

**Time Commitment and Compensation:** A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work M-F (some evenings and/or weekends required) at a rate of $20.00 per hour for up to 370 hours per semester. 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.

**Hiring Manager:** Leighia Fleming, Assistant Director, Office of Student Conduct, Rights, and Responsibilities

**Application Instructions:** Please visit [https://myusf.usfca.edu/student-life/graduate-internships](https://myusf.usfca.edu/student-life/graduate-internships) for details on how to apply.