Job Title: Student Life Fellow for Student Conduct

To apply: Send your resume and cover letter directly to HED.GradJobs@du.edu, with “Student Conduct - Fellow” in the subject line.

Office Information/Purpose:
Overall, Student Conduct responds to reports of alleged student violations against the Honor Code and implements an educational case resolution process. Specific functions include the following: Student Conduct Policy Development, Student Conduct Policy Enforcement, Training (Conduct Administrators, Conduct Review Board members, RAs, etc.), Community Education, Case Management, Workshop Facilitation, Student Development, Case Resolution including traditional and Restorative Justice options.

Job Summary:
The Student Life Fellow for Student Conduct has a minimum 13-hour per week appointment with Student Conduct. The Student Conduct Fellow shares in the responsibility for case resolution, specifically in working with the Conduct Review Board. The Student Conduct Fellow also assists in creating an environment that promotes academic success, personal development, respect for human diversity, and a strong sense of community. The position requires mature, ethical decision-making and communication skills as well as the ability to work independently and as a member of a team. The Student Conduct Fellow reports to the Director for Student Conduct.

The Student Life Fellow additionally holds a 2 hour a week appointment (in addition to on-call responsibilities) with Housing and Residential Education. Together with the DU Apartments staff, the Fellow works in direct service to undergraduate, graduate and non-traditional DU students. The Fellow assists in creating an environment, which promotes academic success, personal development, respect for human diversity, and a strong sense of community. For these responsibilities, the Student Life Fellow is supervised and reports directly to the Assistant Director for Residential Education.

Other position information:
- The position with Student Conduct is a year-to-year appointment and runs approximately mid-August to mid-June each year (10 months).
- The additional role within Housing & Residential Education is a 12 month appointment, which begins in August.
- The fellow must maintain good academic standing in the Higher Education program throughout the course of employment.
- No other employment may be held during the fellow contract without prior permission from supervisor.
- Breaks (winter & spring) will require the Fellow’s presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisors (Student Conduct and HRE).
- Follow all University of Denver policies and procedures appropriately.

REQUIRED QUALIFICATIONS:
- Hold a Bachelor’s degree and be enrolled in the University of Denver Higher Education program;
- Demonstrate a commitment to inclusive excellence;
- Excellent organizational, planning, interpersonal and communications skills;
- Ability to work independently and as a team member;
- Genuine interest and satisfaction in working with students, faculty and staff.
- Strong written and verbal communication skills, and involves reading and writing correspondence and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public.
- A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential. Any familiarity with the Maxient Conduct Management system is preferred.
Preferred Qualifications
- Preference will be given to first year students, but all students are welcome and encouraged to apply.
- An Interest, desire and/or experience in the field of student affairs, specifically, student conduct.
- An ability and willingness to apply student development theory and concepts in a program setting.

Summary of Responsibilities: (including but are not limited to):

Duties with Student Conduct

Administrative
- Assist in the administration of the Honor Code in a manner consistent with the stated mission of the University through investigations, informal case resolution of violations, maintenance of confidential database and student conduct records, selection and training, scheduling and advising of Conduct Review Board.

Programming and Advising
- Work with/advise the Conduct Review Board. This includes providing administrative functions to the board, including coordinating board member schedules, assisting in the scheduling of board hearings, and coordinating quarterly training in conjunction with the Director of Student Conduct.
- Opportunities exist to assist with the implementation of various Student Conduct programs, office-wide assessment and facilitation of educational workshops for students in discipline processes throughout the year.

Student Conduct
- Consult with and assist the supervisor in implementing the educational system for handling student conduct. Complete appropriate paperwork within the conduct database when conduct meetings/decisions are finalized.
- Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice.
- Ensure that all conduct cases are handled according to guidelines set forth by Student Conduct.
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community. Collaborate with supervisor on all student concerns.

Departmental Duties
- Attend departmental meetings and assist in developing departmental goals and objectives.
- Collaborate with other departments and offices on campus.
- Demonstrate an on-going commitment to the principles of inclusive excellence through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in related university/divisional projects or initiatives.
- Contribute to departmental environmental sustainability efforts.

Professional Development
- Participate in professional staff training in late August before student staff members arrive for fall quarter.
- Participate in various trainings, retreats and professional development discussions that occur throughout the academic year.

Duties with Housing and Residential Education

Training
- Participation in an extensive, one week training at the beginning of August. Fellow must be completely moved into apartment by the time training starts.
- Participation in several additional training events throughout the academic year.

Administration
- Participate in the on-call duty rotation for the apartment’s area. This is assigned multiple times throughout the year (including winter and spring breaks and will include holidays). The on-call staff member must remain within 20 minutes of campus at all times, and can be reached 24 hours a day.
- Participate with the apartment’s resident assistants in the daily duty coverage rotation in the apartment’s area.
- Provide support for check in/out procedures for residents in the apartment community while on duty and other times as deemed necessary.
Community Development
- Be accessible and approachable with each DU Apartment resident.
- Enforce University of Denver and Housing and Residential Education policies.
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.
- Follow up with residents and supervisor as appropriate regarding resident information or concerns.
- Promote a respect for diversity within the apartment community.

Teamwork
- Attend one-on-one meetings with supervisor for apartments as needed.
- Maintain open communication and be willing to work effectively with other apartment staff members.
- Consult with and support other staff members as needed.
- Maintain open communication and be willing to work effectively with other DU Apartment staff members.

Evaluation
- The Fellow will receive informal feedback from their supervisor throughout the year. In addition, s/he will receive a written evaluation at the end of the Fall and Spring Quarters.
- The Fellow will receive formal written and or verbal warnings in the case that job requirements are not sufficiently met. Continued failure to meet job requirements may result in termination from employment.

Additional Position Requirements for Housing and Residential Education
- The Fellow must be willing to accept other duties as determined and assigned by professionals from Housing and Residential Education.
- The Fellow must be flexible and open to meeting the changing needs of the residents and apartment community. Permission to leave campus for an extended period of time (i.e. vacation) must be granted by the Assistant Director for Residential Education.

Compensation:
- Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding.
- Stipend: not applicable.
- Housing: furnished one-bedroom apartment in the residence halls/apartments with all utilities, cable, and Internet paid. The apartment is free of charge during the appointment period.
- Meal Plan: meal plan cash while school is in session, up to $250 per quarter.
- Other: opportunity to apply for professional development of $250 (conference attendance, travel, etc.) from Student Life.