



## SUNY Buffalo State Student Conduct Leadership Positions

The Student Conduct and Community Standards Office at SUNY Buffalo State has internship positions available. It is preferred that interns be able to commit for the entire academic year, a minimum commitment of one semester is required. The anticipated start date is mid-August, each year. Additionally, there is one student assistant position available for (Buffalo State) graduate students. It is preferred that graduate students be able to commit for two academic years, a minimum commitment of one academic year is required.

### **Position Description – Student Conduct Intern**

The intern will be responsible for tracking correspondences related to student conduct cases. The intern will also be responsible for sending out correspondence. The intern must be available during Bengal Pause-Tuesdays/Thursdays 12:15-1:30pm as well as Mondays or Fridays. A successful intern should be able to communicate effectively within a diverse population of students, faculty and staff; demonstrate a desire to gain experience coordinating conduct hearings; have proficiency in Microsoft Office; and learn basic protocols in our student conduct software.

### **Position Description-Assessment Intern**

The intern will complete research and benchmarking within SUNY and other schools that are comparable to Buffalo State; the findings of this research will help to determine best practices for student conduct. The intern will assist with special projects related to analyzing and assessing student conduct trends. A successful intern should be able to communicate effectively within a diverse population of students, faculty and staff; demonstrate a desire to gain experience coordinating conduct hearings; have proficiency in Microsoft Office, specifically MS Excel. . The intern will also work closely with the Assistant Director of Student Conduct.

### **Position Description-Intern- Restorative Justice, Collaboration and Outreach**

The intern will be responsible for connecting and communicating with campus partners regarding preventative programming and outreach methods for student conduct. Some of these partners include: Residence Life, Counseling Center, Weigel Wellness, and Student Leadership and Engagement. The intern will work closely with campus partners to develop materials and programs used to communicate with Buffalo State students, about the code of conduct and options for participation in events and programs. The intern will also work closely with the Student Conduct Coordinator and Conduct Officers, serving as a liaison for community partnerships regarding Restorative Justice. The premise for Restorative Justice is to repair harm done by an action. The goal is to work with all individuals (harmed and accused) to come to a resolution.

### **Position Description-Intern- Sanction Coordinator**

The intern will be responsible for connecting and communicating with students who have been issued sanctions as a result of conduct hearings as well as students who have incomplete sanctions. The intern will develop materials designed to assist students with sanction completion. The intern will also work closely with the Assistant Director of Student Conduct, serving as a liaison for community partnerships regarding sanction coordination and other conduct related responsibilities.

### **Position Description- Student Assistant (Graduate Students only)**

A successful student assistant should be able to communicate effectively within a diverse population of students, faculty and staff; demonstrate a desire to gain experience coordinating conduct hearings; have proficiency in Microsoft Office, specifically MS Excel.

The student assistant for conduct management will assist with the management and monitoring of the Pave database for:

- Case distribution and follow up for conduct and appeals boards
- Case referral to the Dean of Students Office
- Hearing resolutions and Conduct hearings
- Assist with maintaining and updating student conduct files
- Assist with case management by serving as a conduct officer
- Assist with the regular assessment of student conduct violations
- Assist with the training and development of student and professional staff
- Serve as a resource and support to staff regarding student conduct processes
- Assist with maintaining and updating student conduct /CARE files

Send résumé to:



Janelle A. Brooks, M.S.  
Assistant Dean, Student Conduct and Community Standards  
SUNY Buffalo State  
[studentconduct.buffalostate.edu](http://studentconduct.buffalostate.edu)  
716-878-3051