



SUNY Buffalo State Student Conduct Leadership Positions (6)

The Student Conduct and Community Standards Office at SUNY Buffalo State has two 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 are student assistant positions available for 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 will also serve as an Assistant Procedural Administrator for the Residence Hall Judicial Board (must be available on Fridays between 2:00-5:00pm and/or during Bengal Pause- Tuesdays/Thursdays 12:15-1:30pm). 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.

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 work 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.

Position Description-Intern- Collaboration and Outreach

The intern will be responsible for connecting and communicating with campus partners regarding preventative programming and outreach methods for student conduct. 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 Assistant Dean of Conduct of Community Standards and Conduct Officers, serving as a liaison for community partnerships regarding Restorative Justice.

Position Description-Intern- Restorative Justice

The intern will be responsible for connecting and communicating with campus partners regarding preventative programming and restorative justice initiatives. 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 related to restorative practices. The intern will also work closely with the Assistant Dean of Conduct of Community Standards and Conduct Officers, serving as a liaison for community partnerships regarding Restorative Justice.

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 Dean of Conduct of Community Standards and Conduct Officers, 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
- Prepare and submit weekly reports with student conduct data to the Assistant Dean for Student Conduct
- 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
- Prepare and submit weekly reports with student conduct data to the Assistant Dean
- Assist with the regular assessment of student conduct violations

Send résumé to:



Janelle A. Brooks, M.S.

Assistant Dean, Student Conduct and Community Standards

SUNY Buffalo State

studentconduct.buffalostate.edu

716-878-3051

Janelle Brooks- 2019- Student Conduct Leadership Opportunities

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