Office of Student Conduct and Community Standards

Student Conduct Educator (Graduate Assistant) [20 hours/week]
Job Description | 2021 - 2022 Academic Year

The Office of Student Conduct and Community Standards at MIT seeks to hire one additional Student Conduct Educator for the 2021-2022 academic year to serve on a team of two graduate assistants and to support the full-time staff in managing day to day functions and long-term projects. The assistantship will be for 20 hours per week during the Fall 2021 and Spring 2022 semesters. Compensation for the position will include a $16/hour stipend, a free LinkPass for the length of the internship, and other benefits listed below. Student Conduct Educators will report directly to the Assistant Dean for Student Conduct and Community Standards (James Reed).

Office Overview: The Office of Student Conduct and Community Standards facilitates student growth and learning through an educational conduct process that upholds MIT’s values and community standards. The OSCCS fulfills our mission by supporting students and collaborating with the Committee on Discipline and campus partners. We facilitate the MIT student conduct process, advise student judicial committees, and offer wide array of workshops and presentations to help students understand community values and standards. We work to promote community standards of behavior and support the academic mission of the Institute by enhancing students’ academic achievement as well as personal and ethical development.

OSCCS’s Commitment to Inclusive Practices: We are committed to carrying out our work in a manner that meets the needs of our diverse community.

We do this by:

- Continually educating ourselves and our stakeholders,
- Intentionally engaging in inclusive practices,
- Striving to refine our procedures to reduce bias, and
- Appreciating students’ intersecting identities and acknowledging our own power and privilege.

We pledge to implement the above strategies. Furthermore, we understand that inclusive practices are always evolving, and thus commit to regularly revisiting these strategies.

Term of Appointment: During the Fall 2021 term, the assistantship will run from approximately August 9 through December 17. There will be a robust training scheduled during the first two to three weeks of work in August. In the Spring 2022 term, the assistantship will run from approximately January 10 to June 10. The schedule for the year accounts for a two-week holiday break around Christmas and New Year’s, a one-week Thanksgiving break and a one-week spring break. Flexibility in scheduling both in terms of hours and in terms of dates is possible depending upon the needs of the Student Conduct Educator.

Opportunities for Remote Work: We anticipate that OSCCS staff will be primarily working on-site on MIT’s Cambridge campus for the 2021-2022 academic year unless informed otherwise by MIT Senior Leadership. Candidates should expect to complete the majority of their work hours in person, although there may be some opportunities to work remotely as determined by the Assistant Dean and Associate Dean.

Primary Functions: Student Conduct Educators will be expected to do the following:

- Meet with students accused of violating Institute policies to gather relevant information and guide them through the discipline process.
- Manage an individual caseload with supervisor support and present on cases to members of the Committee on Discipline.
• Support students through facilitated reflection processes and engage in holistic educational interventions supported by relevant student development theory.
• Maintain accurate reporting in compliance with the Clery Act in conjunction with the Assistant Dean and Associate Dean. Instructional training will be provided so that the Student Conduct Educators will gain knowledge on relevant laws and policies.
• Assist with hearing coordination and logistics, having an opportunity to observe and participate when possible.
• Attend meetings of the Committee on Discipline, as well as subcommittee meetings when possible, including the Sexual Misconduct Subcommittee. Student Conduct Educators will also have the opportunity to attend Residential Education department meetings and to represent the OSCCS on departmental and divisional committees along with the Assistant Dean whenever possible.
• Actively participate in hazing investigations through conducting investigative interviews when cases are available. Student Conduct Educators will attend Hazing Investigation Team meetings when possible.
• Co-lead a monthly decision-making workshop for students sanctioned through the discipline process and lead decision-making workshops for student organizations sanctioned through the discipline process as needed.
• Serve as a procedural officer for hearings of the Interfraternity Council’s Judicial Committee, advising student leaders on proper procedures.
• Support and develop training for both student- and faculty-led conduct boards.
• Advance projects that are priorities for OSCCS. Some of the current priority projects include:
  - Outreach & education campaign (giving presentations, handout development, orientation events, COD process advisor and mentor programming)
  - Assessment of educational sanctions, including the use of rubrics and other methods
  - Data-pulling and report development to support assessment efforts
  - Development of training and enrichment materials for student-led conduct boards

Qualifications: Graduate student status at an accredited institution of higher education is required. Candidates from Higher Education, Educational Leadership, Student Affairs, College Student Development, Educational Policy, or related fields are preferred. We are seeking someone who is comfortable working effectively with a variety of community members including college students, staff, and faculty. Strong organizational and facilitation skills and strong written skills are required, as well as experience in working with individuals from diverse backgrounds.

Compensation And Benefits:
• Stipend: Our Student Conduct Educators are paid $16 per hour which yields a total minimum income of $6080 for the fall semester (19 weeks at 20 hours) and $7040 for the spring semester (22 weeks at 20 hours).
• Academic Credit: Student Conduct Educators may also receive academic credit if approved by their graduate programs. Past institutions where students have completed this assistantship for credit include Salem State University, Harvard University, Boston College, Boston University, and Bridgewater.
• Sponsored Professional Association Membership: The OSCCS will sponsor a one-year student membership for the Association for Student Conduct Administration (ASCA) or a comparable professional association.
• Transportation: MIT provides a free CharlieCard LinkPass (local bus and subway service) to all employees, graduate assistants included, which is valued at approximately $900 for 10 months.
• Intangible Benefits: The OSCCS offers flexible scheduling, regular one on one supervision from both the Assistant Dean and Associate Dean, integrated learning and networking opportunities, and a collaborative and growth-focused work environment that supports staff members’ holistic development.

Application Process: Those interested should submit an application to James Reed, Assistant Dean for Student Conduct and Community Standards, at reedjm@mit.edu.