Community Standards & Student Conduct
University of Washington, Seattle
Graduate Student Conduct Officer

Community Standards & Student Conduct (CSSC) seeks a graduate and/or professional student to serve in the role of a Conduct Officer for alleged violations of the Student Conduct Code, WAC 478-121.

Mission of the Division of Student Life and CSSC
The Division of Student Life is based on a fundamental belief in the transformation of our students, of ourselves, and of society. We accomplish this through an education framework, believing that our work is a critical component of educating the next generation of leaders.

Our work is grounded not only in the values of the University of Washington, but also in the values of inclusiveness, social justice, compassion, service, global citizenship and community.

Community Standards & Student Conduct practices a holistic and developmental approach to student accountability and education, partners with campus stakeholders to provide leadership and support to the university community, and promotes a safe and inclusive environment conducive to student success. The work of CSSC is grounded in the values of the University of Washington and in the values of the Division of Student Life.

Core Services of CSSC:
- Investigate and adjudicate violations of the Student Conduct Code.
- Promote student accountability through cultivating responsible, ethical behavior of the individual student.
- Provide leadership and consultation to other units, schools, colleges and departments in working with students of concern and offers resources and support.
- Provide disciplinary checks and Dean’s Certifications for students who are transferring to different institutions, planning on traveling abroad or applying for graduate programs.

Job Responsibilities of Graduate Conduct Officer:
- Investigate alleged violations of the Student Conduct Code, WAC 478-121 including academic and behavioral misconduct.
- Inform students of their rights and responsibilities as outlined in the Student Conduct Code.
- Conduct Investigative Interviews with students who allegedly violate the Student Conduct Code under the procedures outlined in WAC 478-121 and Student Governance & Policies, Chapter 209.
- Use an educational and developmental approach to working with students while emphasizing accountability and promoting personal responsibility.
- Keep accurate documentation for cases adjudicated. Use online case management system to track student conduct cases.
- Assist in departmental assessment activities and generate appropriate reports.
- Ensure scheduling and completion of educational sanctions assigned to students.
- Follow Family Educational Right to Privacy Act (FERPA) by maintaining a high degree of confidentiality in working with students.
- Meet regularly with the CSSC team to review case progress and concerns.
• Attend professional development opportunities as available.
• Support general functions of the CSSC office.
• Perform other duties as assigned by CSSC staff.

Qualifications
• Must be a graduate student or professional student at the University of Washington, enrolled for the 2018-2019 academic year. Must maintain at least 4 credits per quarter.
• Demonstrated ability to handle confidential matters with discretion.
• Excellent communication and interpersonal skills. This includes the ability to mediate, counsel, facilitate, innovate, guide, advocate, encourage and mentor.
• Strong organizational ability and time management skills, with excellent attention to detail.
• Must be in good standing with the University of Washington.

Desired Qualifications
• Enrolled in Educational Leadership and Policy Studies Master’s program with an interest in Student Affairs or;
• Law student with working understanding of Administrative Law.
• Prior experience working as Resident Assistant, Community Advisor or other Student Affairs leadership position.

Compensation
• $17/Hourly position. Flexible scheduling during the academic year. Expected between 8AM and 5PM during the work week, approximately 10-15 hours.
• Must be able to start work the week of October 1, 2018. Some possibility of earlier start date based on student’s schedule.

Applications Procedure
• Please electronically submit a resume and cover letter outlining your interest in working with students in the disciplinary process as part of the CSSC team. Please provide a list of three professional references. Review of applications will begin immediately. Position open until filled.

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