

**Position Title**: Graduate Apprentice for Student Conduct

**Department:** [Student Conduct](https://www.elon.edu/u/student-conduct)

**Key Responsibilities**: Serve as a primary hearing officer for alleged violations of the Honor Code and Code of Conduct; serve as a facilitator for alternative conflict resolution pathways; research, develop, and facilitate educational and restorative sanctions; create content for social media platforms and website; co-facilitate training and presentations for hearing officers, classes, student organizations, and student leaders.

**Career Options:** Primary: Student Conduct Programs; Other: Housing and Residential Life Programs, Health Promotion Services, Alcohol and Other Drug Programs, Academic Advising Programs

**See Full Description**

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**Title:** Graduate Apprentice for Student Conduct

**Department:** Office of Student Conduct

**Supervisor:** Director of Student Conduct

**Office Location:** Janice Ratliff Building, Suite 102

**POSITION DESCRIPTION**

[The Office of Student Conduct at Elon University](https://www.elon.edu/u/student-conduct/) (OSC), located in the Janice Ratliff Building, supports student well- being and success by facilitating a fair, educational, and equitable system of accountability and conflict resolution. Guided by the Honor Code values of Honesty, Integrity, Responsibility, and Respect, OSC facilitates personal learning and growth through educational and restorative actions to support the practice of responsible, ethical, and respectful behavior in the community.

The Graduate Apprentice (GA) for Student Conduct will work with the Office of Student Conduct staff to provide case management, investigate and adjudicate allegations of behaviors that may be prohibited by Elon University’s Code of Conduct, serve on the organizational investigation team, facilitate alternative conflict resolution pathways, implement educational and restorative programming, and assist with the training. Alternative conflict resolution pathways include conflict coaching, facilitated dialogues, mediation, and restorative conferences/circles. In this role, the GA will also utilize best practice research to help inform policy and practice, collaborate regularly with departments on campus, serve as a process advocate for students and families, and participate in professional development opportunities offered through existing campus-wide programs as well as local, regional, or national conferences, trainings, and events. Some evening or weekend hours are required for investigations that cannot be scheduled during normal business hours.

# Primary Duties

Case Management and Resolution:

* Serve as a primary investigator and adjudicator of allegations of violations of the Honor Code and Code of Conduct
* Serve as a facilitator for alternative conflict resolution pathways such as conflict coaching, facilitated dialogues, mediation, and restorative conferences/circles
* Review reports of allegations of student misconduct, determining the appropriate pathway and resolution
* Determine appropriate accountable, educational, and restorative outcomes for students found responsible for engaging in behavior prohibited by the Code of Conduct
* Monitor students’ progress and successful completion of assigned actions
* Serve as a primary resource for students and their parents or guardians related to the Elon Honor System
* Attend weekly case management meetings with the Office of Student Conduct staff

**Professional Development**: Multiple professional development opportunities aligned with coursework in the MHE program will be provided for the GA. In addition development in the NASPA/ACPA competencies through policy development, motivational interviewing, and training professional staff, the GA will be encouraged to seek out and attend workshops and trainings offered by offices/departments within the Elon community. The GA will also be provided with a membership to ASCA and a minimum of $750 of professional development funds to attend a national or regional conference (i.e. ACASA, NASPA, ACPA, etc.) in the first year. Depending upon availability of funds, the GA may also be provided with opportunities to attend local conferences such as ASCA. Lastly, the supervisor will share and discuss professional opportunities for master’s level graduate students and new professionals that the GA may be interested in or that may benefit their personal and professional growth. Specific opportunities will be outlined in the GA professional development plan*.*