



OFFICE OF JUDICIAL AFFAIRS Graduate Assistantship Position Description

URL for more information:

<http://www.sa.psu.edu/ja>

Contact person for more information:

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Purpose:

The purpose of this position is to support the Office of Judicial Affairs programs and services and gain practical experience in working in a student conduct office within a large and public research University.

Students who are exposed to Penn State's intricate system of student discipline will gain valuable understanding of how a complex discipline system works and, specifically, how an educational discipline process interfaces with the criminal justice system and other related legal practices.

Students will benefit from exposure to alternative methods for resolving conflict and learning about how universities and colleges respond to alleged student code of conduct and rules violations. The assistantship and internship opportunities in Judicial Affairs will enhance students critical thinking, reasoning and decision-making skills.

This position will be supervised by the Senior Director or one of the Associate or Assistant Directors.

Responsibilities:

There are several ways that students could be utilized working in connection with the University discipline process. Some of those are as follows:

- Attend Office orientation and training sessions
- Attend weekly staff meetings
- Maintain a regular office schedule
- Shadow staff in meetings with other stakeholders
- Meet with staff and faculty from various University offices
- Review and incorporate in your work information within various office documents including, but not limited to: the University Code of Conduct; Discipline Procedures; Staff Training and Reference Manual.
- Sit-in staff Discipline Conferences and Hearings with students
- Attend regular supervisory meetings with Office supervisor

- Meet with students in violation of the Code of Conduct (minimum of ten hours per week)
- Help train and direct members of the Student Judiciary
- Help coordinate and facilitate outreach education programs
- Evaluate programs and activities of the office
- Act as a resource for colleagues in the office
- Manage student educational records and the Judicial Affairs Community Standards (JACS) student information system

It is not unlikely for students hearing discipline cases to have that experience impacted by typical campus trends in case load and by the type of student conduct activity that may occur on campus. Therefore, beyond hearing student cases, we would expect that students would be involved in other activities such as, but not limited to:

- **Student advising** - help students review and understand misconduct allegations and their rights, responsibilities and options in the process and work closely with UPUA Legal Affairs to provide students case workers for case advisement and consultation. In this role, students would help students prepare for discipline conferences with staff, advise students at University Discipline Conferences, and Administrative and UHB hearings.
- **Educational Outreach** - assist students associated with the Student Judiciary and the Assistant Director for Educational Outreach in providing: small and large group presentations; development and review of educational material to be disseminated via the web and other office outreach documents.
- **Special Projects** – each student will have the opportunity to create and deliver a program proposal or project that is of interest to their development relating to student conduct.

Learning Outcomes:

- The application of student development theories through student interactions in Discipline Conferences, Hearings and training initiatives
- Enhancing and developing critical thinking and decision-making skills
- Learning how to work and maneuver within in a complex student discipline system
- Improving skills needed to multi-task
- Gaining knowledge related to diverse populations, including impaired students

Qualifications

- Be enrolled in a graduate program, preferably in College Student Affairs, Higher education, or Counselor Education
- Effective listening and communication skills
- Able to work in a challenging work environment
- Must be able to manage and respect sensitive and confidential information
- Must be organized and able to multi-task
- Is able to respond quickly and calmly in crisis type situations
- Able to work with students and staff from all types of populations
- Must possess a sense of humor