

## **Office of the Dean of Students & Student Conduct**

The Graduate Intern assists with day-to-day operations of the Office of the Dean of Students and Student Conduct. The position reports to the Associate Dean of Students. As a representative of Southern Connecticut State University, the Graduate Intern serves in organizational, educational, and administrative capacities; assisting with managing & adjudicating cases; and offering students strategies for personal skills development, academic course management, positive decision-making, and social responsibility.

### **Position Responsibilities:**

- Investigate and assist with adjudication of alleged violations of Student Code of Conduct.
- Assists with the development and implementation of restorative practices.
- Assist with DOS Alerts and Manage an EAB case load
- Provide administrative assistance with record keeping, scheduling, and judicial file management.
- Interact with students, parents, faculty, administrators, legal counsel, and federal agents with sensitivity and professionalism.
- Responsible for the development of programs and initiatives related to active citizenship, democratic and community engagement, and civility.
- Prepare reports and statistics at the request of the Associate Dean.
- Assist with filing, covering reception area, and other general office functions.

### **Qualifications:**

- Effective written and oral communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as a contributing member of a team.
- Ability to develop and maintain positive relations with students of diverse backgrounds.
- Knowledge of judicial processes and procedures.
- Ability to adhere to strict confidentiality guidelines.
- Proficiency in Microsoft Office and Canva or similar graphic design programs.
- Admitted as matriculated graduate student in the CSCU System in Counseling, Counselor Education/Student Development in Higher Education, Political Science, School Psychology, Social Work, Sociology, or other related fields.