

Dean of Students & Student Conduct Graduate Intern

The Graduate Intern assists with day-to-day operations of the Dean of Students and the Office of Student Conduct. The GI will report 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 adjudicating cases; and offering students strategies for positive decision-making and social responsibility.

Position Responsibilities:

- Assist in the management of cases in the DOS office.
- Works collaboratively with the Support & Opportunity Center SWK Interns and the GI in the Food Pantry.
- Investigate and assist with adjudication of alleged violations of Student Code of Conduct.
- Assists with the development and implementation of restorative practices.
- 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 judicial statistics.
- 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, Sociology, or other related fields.