



Student Conduct Assistant: Job Description

Job Title: Student Conduct Assistant (SCA)

Department: Office of Student Conduct, Student Affairs

Supervisor: Assistant Director of Student Conduct and Development

Responsibilities:

Administrative Responsibilities

- Manage the front desk by answering the phone and assisting students
- Complete administrative tasks (i.e. creating posters, organizing paperwork, completing projects) for the Office of Student Conduct
- May support the Residential Center with their administrative tasks
- Assist with the management of the Office of Student Conduct's social media presence
- Act as a consultant for conduct system including the conduct process, the handbook, campus policies, and sanctions
- Utilize Advocate, student conduct software, and THD, housing software, to complete tasks
- Other duties as assigned

Community Engagement and Educational Responsibilities

- Provide educational and informational programming for the Bentley community (i.e. welcome back programs, health and safety inspection programs, etc.)
- Represent the Office of Student Conduct in various meetings and survey the campus population to gather feedback about the conduct system
- Be a positive, active, and engaged role model for the Bentley community and the overall Office of Student Conduct Team
- Prioritize commitment to diversity and inclusion initiatives (i.e. programs, trainings, meetings, etc.)

Student Conduct Board Responsibilities

- Serve on the Student Conduct Board along with designated Faculty members to review and adjudicate high level conduct matters and decide upon sanctioning, when appropriate
- Participate in Conduct Board training conducted by the Office of Student Conduct
- Engage in on going professional development trainings and meetings throughout the academic year
- Keep information presented in the hearing process confidential
- Model good judgment and behavior outside of Student Conduct Board meetings
- Adhere to all rules and policies as outlined in the Bentley University Student Handbook
- Respond to Student Conduct Board related e-mails and prepare for and attend assigned hearings



Staff and Training Responsibilities

- Be an active participant in Student Conduct Boards. Board hearings are scheduled based upon the schedules of all students and staff involved. Students will be emailed about your availability prior to working on a Student Conduct Board
- SCAs may be expected to return to campus early in the fall/spring semester for training and to assist with Move-in and campus opening operations.
- In addition to Student Conduct Boards, SCAs will participate in one on one meetings with their supervisor, occasional staff meetings, trainings, and professional development sessions
- Demonstrate commitment to develop positive working relationships with other SCAs and Office of Student Conduct staff

Qualifications/Considerations:

- Must have completed at least 2 semesters of coursework at Bentley prior to their start date
- Must maintain a minimum of a 2.5 overall GPA and be a full-time undergraduate student
- Students with a previous conduct history will be considered for this position
- **This is a Federal Work Study position**
- Ability to exercise good judgment, demonstrate compassion, and be fair-minded
- Willingness to challenge peers and successfully manage social pressures
- Strong communication and interpersonal skills
- Eager to learn transferable workplace skills and positive attitude

Benefits/Compensation:

- **Student Employees will be paid the student employee hourly wage with a maximum 20 hours a week available – depending on needs of the Office of Student Conduct**
- Develop critical and reflective thinking skills that can be applied to ethical inquiry
- Grow professionally, intellectually, and civically.
- Become aware of alternative conflict and restorative justice skills in regards to student conduct
- Build a safer and more secure campus community
- Understand, articulate, and address the dynamics of privilege and entitlement in student conduct hearings
- Learn a variety of transferable workplace skills

Student Conduct Board Information and Responsibilities:

At Bentley University, we have a Student Conduct Board that is managed by the Office of Student Conduct. The Board consists of students who are responsible for adjudicating high-level cases involving alleged violations of the code of student conduct in the Bentley University Student Handbook through a hearing process. Additionally, the Boards may re-hear a case when a student has chosen to appeal the original



outcome of an administrative conduct hearing. Board members consider information contained in the incident report(s) and verbal statements presented by involved students and any witnesses. They are responsible for determining whether students are responsible for the alleged violation(s) in the code of student conduct. If students are determined to be responsible, the Board assigns appropriate sanctions.

The code of student conduct in the Bentley University Student Handbook is intended to maintain a safe environment for the campus community, one that supports the academic mission and provides a productive living and learning environment. Alleged violations are adjudicated through the University conduct system, which is in place to foster the personal development of students and emphasizes understanding their behavior as well as their responsibilities to the community. The university places a high value on having students participate in the conduct process. As peers of the involved students they bring a unique perspective to the process and can help the involved students to better understand the impact of their actions on others and their obligations to the community they impacted.

Frequently Asked Questions

Q: If I have been held responsible for a conduct code violation, will I automatically be taken out of the applicant pool?

A: No. If you have learned from your experience going through the conduct process, you may bring an important perspective to the SCA position and Student Conduct Board. We encourage all students to apply and share with us why they want to work in the Office of Student Conduct.

Q: Can a Resident Assistant and Building Managers (BM) be employed as an SCA?

A: No, unfortunately any student who has the ability to document violation of campus policies cannot serve as an SCA. Resident Assistants (RAs) and Building Managers often document behavior that is inconsistent with community standards and university policies and those reports often serve as the basis for a hearing, and if RA/BM also serve as members of a hearing board, there is the potential for a documented student to feel that the board member is biased or that a conflict of interest could be created.

Q: Do I need to have experience with leadership positions on campus, or knowledge about student conduct, to apply?

A: No. You will be trained to on the conduct process, community standards, administrative tasks in the Office of Student Conduct, and how to conduct a hearing. We are looking for students who have demonstrated personal growth while at Bentley, who understand the University's mission/core values, enjoy being a Bentley student, and who are eager to learn new skills.

For more information please contact:

Anthony Majer, Assistant Director of Student Conduct and Development

amajer@bentley.edu, 781-891-2263



BENTLEY UNIVERSITY

Office of Student Conduct

More information about the student conduct system can be found in our [student handbook](#). Applicants are encouraged to read over the handbook and the sections regarding the student conduct system as they participate in this process.

Conduct Website:

<https://www.bentley.edu/offices/student-affairs/conduct-system>