



Student Conduct Assistant: Job Description

Job Title: Student Conduct Assistant (SCA)

Department: Office of Student Development, Conduct, and Care (OSDCC), 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 OSDCC
- May support the Residential Center with their administrative tasks
- Assist with the management of the OSDCC 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 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 conduct system in various meetings and survey the campus population to gather feedback about the conduct system/processes
- Be a positive, active, and engaged role model for the Bentley community and the overall OSDCC team
- Prioritize commitment to diversity and inclusion initiatives (i.e. programs, trainings, meetings, etc.)
- Facilitate Pre-Administrative Hearing meetings with students going through the Administrative Hearing Process
- May serve as a Falcon Connect Mentor through one-on-one meetings with students if sanctioned by a Conduct Officer

Student Conduct Board Responsibilities

- Serve on the Student Conduct Board along with designated Faculty & Staff members to review and adjudicate high level conduct matters and decide upon sanctioning, when appropriate
- Participate in Conduct Board training conducted by the OSDCC
- 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



- Assist in the facilitation of Pre-Conduct Board Hearing meetings, along with either the Assistant Director or Director, with students going through the Conduct Board Hearing Process
- Utilize restorative justice practices during the decision-making process

Staff and Training Responsibilities

- Be an active participant in Student Conduct Boards. Board hearings are scheduled based upon the Boards and Staffs schedules. You 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 programs
- 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 OSDCC staff

Qualifications/Considerations:

- 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 work study position, however, all students who apply will be considered**
- 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 \$15.00 hourly; maximum 20 hours a week available – depending on needs of the OSDCC**
- 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
- Learn a variety of transferable workplace skills



Application Timeline (Spring 2023)

Week of March 20th: Application available to students

April 6th at 4PM: Application closes

Week of April 6th: Begin interviews

Week of April 17th: Decisions sent to candidates

Student Conduct Board Information and Responsibilities:

At Bentley University, we have a Student Conduct Board that is managed by the OSDCC. The board consists of faculty, staff, and students who are responsible for adjudicating 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 presented by involved students and any witnesses. Board members must keep all information confidential. 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 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.

For more information: <https://www.bentley.edu/offices/student-affairs/student-conduct-board-process>

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 be an SCA.

Q: Can I be an SCA if I have another position/work-study job on campus?

A: As long as the position does not require you to work the week prior to the beginning of the semester (i.e. OL, FDS positions, Etc.). SCAs must be available the week prior to each semester for training. In addition, student employees cannot work more than 20 hours per week during the semesters.



Q: Can a Resident Assistant be employed as an SCA?

A: No, any student who has the ability to document violations of campus policies cannot serve as an SCA. Resident Assistants (RAs) often document behavior that is inconsistent with community standards and university policies and those reports often serve as the basis for a hearing. If an RA 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 on the conduct process, community standards, administrative tasks in the OSDCC, 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. If you are interested, regardless of experience, please apply!

Q: How can I learn more about the SCA role?

A: You can reach out to our current SCAs! Their information is below, or you can email GA_StudentConduct@bentley.edu and we can connect you to an SCA.

- Tommy Conaton, Senior
- Brenda Dishani, Senior
- Kyra Harrington, Junior
- Abby Kirsch, Junior
- Athena Konstantinidis, Senior
- Ryan Landolfi, Senior
- Sam Tanny, Sophomore
- Zachary Goodwin, Junior

For more information please contact:

Anthony Majer, Assistant Director of Student Conduct and Development
amajer@bentley.edu

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>