

Alfred University

Central Student Affairs

JUDICIAL AFFAIRS GRADUATE ASSISTANT

7.5 hours/week

Reports to the Dean of Students

Mission: Alfred University's student judicial system is designed to confront individuals with the impact of their actions in a constructive and educational manner that will foster an understanding of the effect their behavior has had on individuals and the community.

Description: The Judicial Affairs Graduate Assistant allows for active participation in the student judicial system at Alfred University. The GA will have the opportunity to serve as an administrative hearing officer for cases and assist in the advising of the student Peer Review Board and University Judicial Board. The GA will participate in training, outreach and education efforts, and assessment of student learning outcomes as a result of judicial involvement. The assistantship offers ample opportunities to make connections between coursework in Higher Education Law and theory-to-practice applications in student judicial affairs. Opportunities for professional development also exist specific to individual interest. Graduate assistants could expect to develop communication, mediation and conflict resolution skills, thorough understanding of professional/ethical standards and confidentiality, and advising skills during the course of the assistantship.

Responsibilities: The Judicial Affairs Graduate Assistant will assist in the adjudication of administrative hearings for students who have alleged violations of the Student Code of Conduct. Specific responsibilities include:

- Act as advisor to the Peer Review Board and University Judicial Board
- Recruit, train, and supervise members of the judicial boards
- Train Residence Life staff about the judicial system and act as a resource about judicial policies and procedures for Residence Life staff
- Prepare monthly and end-of-semester judicial reports
- Track judicial sanctions assigned to students and follow-up as needed
- Integration of the Social Change Model of Leadership into the student judicial system
- Submit all judicial records to the Dean of Students for final review

Learning Outcomes: Over the course of the semester, the:

- Graduate Assist will develop a high level of competency to participate in judicial affairs proceedings
- Graduate Assistant will be able to articulate the purpose, mission, goals and benefits of judicial affairs as an educational and leadership program
- Graduate Assistant will learn how to provide judicial affairs advising in a timely and appropriate manner
- Graduate Assistant will gain knowledge on how to create judicial affairs reports in a proper and suitable format
- Graduate Assistant will be able to identify and develop judicial sanctions fitting for the student's infraction
- Graduate Assistant will know where to access accurate information about best practices in judicial affairs, current issues, policies and procedures.

- Graduate Assistant will maintain regular communication with their supervisor to monitor and evaluate educational progress.

Benefits:

The Office of the Dean of Students will support attendance at one regional professional conference per year. The GA will be offered participation in learning mediation, restorative justice philosophy and other trainings related to judicial affairs. The GA has an opportunity to gain experience in developing and coordinating a comprehensive judicial affairs system.

For more information, please contact:

Dr. Norm Pollard, Dean of Students

Central Student Affairs

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All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).