



Office of Student Conduct and Community Standards

Program Coordinator [40 hours/week]

Job Description | 10 month appointment

Office Overview: The Office of Student Conduct and Community Standards facilitates student growth and learning through an educational conduct process that upholds MIT's values and community standards. The OSCCS fulfills our mission by supporting students and collaborating with the Committee on Discipline and campus partners. We facilitate the MIT student conduct process, advise student judicial committees, and offer wide array of workshops and presentations to help students understand community values and standards. We work to promote community standards of behavior and support the academic mission of the Institute by enhancing students' academic achievement as well as personal and ethical development.

OSCCS's Commitment to Inclusive Practices: We are committed to carrying out our work in a manner that meets the needs of our diverse community.

We do this by:

- Continually educating ourselves and our stakeholders,
- Intentionally engaging in inclusive practices,
- Striving to refine our procedures to reduce bias, and
- Appreciating students' intersecting identities and acknowledging our own power and privilege.

We pledge to implement the above strategies. Furthermore, we understand that inclusive practices are always evolving, and thus commit to regularly revisiting these strategies.

Appointment Details: March – December 2021

Compensation for the position is \$20/hour.

Program Coordinator will report directly to the Associate Dean for Student Conduct and Community Standards and indirectly to the Assistant Dean for Student Conduct and Community Standards.

Duties and Responsibilities

Case Management and Adjudication

- Review assigned incident reports and complaints submitted to the OSCCS and determine appropriate action in collaboration with the Committee on Discipline. Collaborate with offices in the Division of Student Life to coordinate a holistic Institute response to incidents. This position will also have a specific focus on Covid-19 policy violations.
- Interview, maintain ongoing communication with, and provide appropriate educational intervention and resource referrals to complainants, respondents, witnesses, and others involved in the student conduct process.
- Develop and implement quality and creative educational interventions individualized to the students/student organizations involved in each case.

- Maintain integrity and act with good judgment, and ethical sensibility. Strive for procedural and substantive fairness, equitable treatment of all, and a nuanced understanding of and respect for the rights of students. Exercise well-seasoned decision making in complex situations.
- Maintain student conduct records, author formal letters to students regarding complex and serious issues, and routinely compose detailed documentation on meetings with students, investigation progress, and other case-related information.
- Assist with facilitation of COD hearings and sanction panels.
- Review daily reports from Housing Security/Compliance Resource Specialists to determine if OSCCS follow up is necessary, create cases in Maxient, and conduct follow up.
- Review regular reports from DSL Covid-19 Response Team on student compliance with testing and attestation to determine if OSCCS follow up is necessary. Partner with Housing and Residential Services as needed.

OSCCS Operations

- Maintain daily data report for Covid-19 student conduct cases.
- Interpret and ensure compliance with federal and state laws and regulations related to student conduct administration, including the Clery Act, FERPA, Title IX, the Drug Free Schools and Communities Act.
- Oversee OSCCS Student Conduct Educator Graduate Assistant (GA) Clery Act reporting.
- Represent the OSCCS on departmental and divisional committees when needed.
- Support and develop training for both student- and faculty-led conduct boards.
- Develop and facilitate monthly professional development sessions for OSCCS GAs.

Additional Functions

- Serve as a procedural officer for hearings of the Interfraternity Council's Judicial Committee.
- Actively participate in hazing investigations through conducting investigative interviews when cases are available.
- Advance projects that are priorities for OSCCS.
- Collaborate with colleagues at the Institute in order to produce student-centered results. Relationships of particular importance to this role are all offices in the Division of Student Life, MIT Medical, the Title IX Coordinator, MIT Police, and the Office of the General Counsel.
- Other duties and responsibilities as assigned.

Qualifications

- Bachelor's degree required. *Preferred:* Master's Degree (or near completion of Master's degree) in higher education, college student development, conflict resolution, counseling, psychology, or another closely related discipline, or the international equivalent.
- A minimum of one year of experience adjudicating student conduct incidents in a higher education setting is highly preferred (graduate level work included).
- Current knowledge of laws, trends, and practices related to student conduct in the college and university environment.
- Demonstrated initiative.
- Outstanding written and oral communications skills.

- Excellent critical thinking and problem-solving skills.
- Basic counseling skills (e.g., active and reflective listening, facilitated reflection, recognition of mental health concerns requiring referral, etc.).
- Experience successfully employing conflict management skills (e.g., de-escalation, assertive communication, conflict coaching, giving feedback, etc.).
- Excellent interpersonal skills, the ability to build strong relationships with members of diverse constituencies, including faculty, staff, and students.
- Personal computer, time management, and strong organizational skills.