Graduate Coordinator for Integrity Formation  
Office of the Dean of Students

The Coordinator supports the day-to-day operations of the Office of the Dean of Students during Summer Quarter, which may include responding to students over phone, by email, and in person; assisting the Director of Student Conduct & Integrity Formation with preparation for conduct administrator and board trainings, RA trainings, and student orientations; developing or revising presentations, handouts, and training materials; participating on search committees; researching best practices; and/or; working on projects relevant to the individual Coordinator’s interests.

The Coordinator is part of a team in the Office of the Dean of Students and may be asked to assist with and collaborate on other duties as assigned, such as: research, presentations, sanction development, benchmarking, website development, assessment, resource development, and similar projects.

The position offers an average of 5 hours per week $21.67/hour, paid semi-monthly

The Coordinator will meet regularly with the AVP/Dean or Director and others to discuss progress and learning.

MINIMUM QUALIFICATIONS

Current SDA student. A successful candidate will demonstrate a commitment to social justice, ethical decision-making, and integrity issues; success in mentoring college students, and; exceptional written and verbal communication skills. The successful candidate must have an appreciation for and understanding of student development within the context of a Jesuit Catholic, comprehensive university. The Coordinator must also have an openness and willingness to fully engage with and be challenged by the personal growth of a multicultural experience. Experience or interest in research and program evaluation is helpful but not required. This position has access to confidential and sensitive information. FERPA training must be completed at the beginning the role.

LEARNING OUTCOMES

- Understand college students and student development;
- Understand student services in a private, Jesuit university context and how it
differs from a public context;

- Exhibit professional integrity and ethical leadership in professional practice, and;
- Utilize assessment, evaluation, technology, and research to improve practice.

CONTACT INFORMATION

Current Supervisor:
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