



Graduate Coordinator, Integrity Formation

Student Conduct and Integrity Formation Division of Student Development

Position Summary

Under the direction of the Director of Student Conduct & Integrity Formation, the Graduate Coordinator will serve as a conduct administrator; assist with trainings and student orientations; attend regular conduct meetings; develop programs and/or sanctions; research best practices; and; work on projects relevant to the individual Graduate Coordinator's interests. The Graduate Coordinator serves as the advisor for the Redhawk Mentors Program.

The Graduate Coordinator may be asked to assist with and collaborate on projects in other Office of the Dean of Students functional areas (i.e., CARE Team, student wellness). Possible projects include research, presentations, benchmarking, web development, assessment, resource development.

Anticipated Learning Opportunities

- Understand college students and student development in the context of student conduct;
- Understand student conduct in a private, Jesuit university context;
- Integrate higher education law and student development theory as it is applied to student conduct;
- Applying up-to-date guidance and practice to student conduct framework,
- Exhibit professional integrity and ethical leadership in professional practice, and;
- Implement methods for assessment, evaluation, and research.

Essential Responsibilities

- Adjudicate cases and hold hearings of alleged violations of the Code of Student Conduct.
- Advise, train, and oversee the Redhawk Mentors Program (student-led response to alleged policy violations).
- Support case management for Conduct Administrators and the Redhawk Mentors Program through the Maxient online conduct database.
- Manage and review sanctions from students that are submitted to the Office of Student Conduct and Integrity Formation.
- Implement and support preventative and educational programs and opportunities.
- Create and administer sanctions for conduct administrators to assign, incorporating educational, restorative and transformative practices (in collaboration with campus partners).
- Support training and education initiatives for Residence Life staff, Conduct and Organizations Review Board members, and other requests from campus partners.
- Serve on divisional committees and goal action teams as assigned.

Anticipated Work Schedule

The position will be expected to work approx. 20 hours a week. Required commitments that may impact weekly hours include divisional/university events, professional and student leader trainings. The Graduate Coordinator will work remotely while the University's operations remain remote/hybrid. This person is asked to be flexible when office space becomes available for Integrity Formation hearings to take place.

Minimum Qualifications and Skills

- Be a current SDA student
- Have an appreciation for student development within the context of a Jesuit Catholic university.
- Demonstrate a commitment to social justice, ethical decision-making, and integrity; success in mentoring students; and exceptional written and verbal communication skills.
- Uphold privacy with confidential and sensitive information; complete FERPA training.

Preferred Qualifications and Skills

A successful candidate:

- Will express a willingness to fully engage with and be challenged by the personal growth of a multicultural experience.
- Has experience or interest in research and program evaluation.
- Has interest in exploring methods for restorative and transformative justice.

Supervisor Contact Information

Armina Khwaja

Director

Student Conduct and Integrity Formation

khwajaa@seattleu.edu

206.296.2037

<https://www.seattleu.edu/deanofstudents/integrity-formation/>