



The Office of Student Conduct and Conflict Resolution

The OSCCR has two primary responsibilities: (1) hold students accountable to the Community Standards by adjudicating cases of alleged policy violations, and (2) providing conflict resolution services to students such as mediations, individual conflict negotiation consultations, restorative justice conferences, and general advocacy for students experiencing conflict in the community. Working with students in this capacity can be very challenging, but is also extremely rewarding. Central to the philosophy of the OSCCR is a commitment to treat every student with dignity and respect. We approach our work from a social justice perspective and incorporate developmental and educational opportunities whenever possible. Through honest dialogue and appropriate sanctioning, the OSCCR team seeks to balance the needs of our students, our community, and the institution of Loyola University Chicago, in order to foster an environment that is safe, caring, and supportive of the university mission. For more information, visit our website at www.luc.edu/osccr.

The OSCCR Graduate Assistant (GA) works as a hearing officer and valued team member within our office. The GA is primarily responsible for advising the Student Community Board (SCB), and is supervised by the OSCCR Coordinator. Remuneration for the position is consistent with all other assistantships in the Office of Student Life. A detailed description of the GA position is found below:

OSCCR Graduate Assistantship

- 20 hours/week, mostly during business hours
- Required to be present for SCB hearings one night per week (chosen candidate will need to plan class schedule accordingly)

Responsibilities include:

- Advise, recruit, and train the Student Community Board (SCB), a peer-to-peer accountability organization that hears cases of alleged student misconduct
- Co-facilitate the annual SCB retreat, held at the beginning of the fall semester
- Serve as an Hearing Officer for alleged incidents of student misconduct
- Plan and coordinate various programming efforts on campus to promote *The Student Promise* (www.luc.edu/thestudentpromise) and proactively address conflict-related issues in the community
- Maintain consistent office hours each week
- Serve as a liaison in various capacities with campus partners, including Residential Life, Wellness Center, Student Diversity and Multicultural Affairs, to name a few
- Attend and participate in Student Life trainings, staff meetings, and professional development opportunities as a valued paraprofessional
- Support and contribute to a fun, positive, respectful, and professional work and learning environment
- Other duties as assigned

Qualifications include:

- Understanding and appreciation of the mission and philosophy of the OSCCR
- Excellent written and verbal communications skills
- Self awareness, self confidence, and strong listening skills
- Strong organization skills and ability to independently manage multiple detail-oriented projects concurrently
- Demonstrated ability to plan and implement programs
- Positive attitude; this includes a desire to contribute to the office team in a meaningful way, to take on challenging tasks with enthusiasm, and to contribute to the ongoing development of new or enhanced OSCCR services
- Responsiveness to feedback. It is the nature of the OSCCR to constantly challenge one another in order to improve ourselves, our office, and our services to students; successful candidates should thrive in such an environment
- Proficiency with Microsoft Office Suite and other common computer applications

The OSCCR encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in this office as well as throughout this university.